

Why do I have a paystub for 3/31/20?

When going through your Employee Profile, you may notice that there is a pay stub listed for the date 3/31. This is a placeholder to show all of the wages you were paid from January 2020 to March 2020. **This is pay that has already been issued to you.**

This pay was moved during our transition to Paycom. This consolidation ensured you had one W-2 from Right at School at the end of 2020. This also helps you see true Year-to-Date earning information in one, unified platform.

If you need details from each individual check you received 1/1-3/31, please review your past pay stubs from **ASCENTIS** Employee Self-Service. If you have questions regarding your pay stubs, please reach out to your **Direct Manager**.

To access your Pay Stub History in Ascentis, please login to Employee Self Service

- Instructions for access are below. They are also attached to this help page via a PDF.

Ascentis Self-Service Link: <https://selfservice.ascentis.com/RightAtSchool/STS/signin.aspx>

You still have access to this portal if you were an active employee during Right at School's transition from Ascentis to Paycom

If you forgot your User ID or Password, click the Forgot User ID or Password button. The site will prompt you to do a reset. If you need additional assistance logging in, please reach out to HRADMIN@RIGHT.ATSCHOOL.COM. The HR Team are the Administrators for our Ascentis ESS Portal & are the only Right at School team members who have the ability to reset passwords or see usernames for Ascentis's Self-Service portal.

Once you're logged in, you'll follow this path:

- My Self
- My Paycheck
- Pay Stub History

Where your Pay Stub History should be available for download. Note: if you have a pop-up blocker on your computer, it may prevent you from downloading information from the site. **For information on how to remove pop-up blockers, please look at your computer settings or visit google. Right at School cannot assist with this type of information, as it is custom to your device.**

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