

Ascentis Employee Self Service

Ascentis Employee Self Service (Ascentis ESS) gives employees immediate access to their personal HR, benefits, and payroll information via the Web. The simplicity of Ascentis ESS drastically reduces the call volume to both the human resources and payroll departments.

Ascentis ESS provides employees with access to a wealth of information:

My Self allows employees to view and update their personal information (name, address, etc.).

My Family enables employees to view and update their dependent information as well as enter life events.

My Benefits is where employees participate in new hire and online open enrollment. Upon HR approval, enrollment elections are applied to employee records and employees automatically receive an e-mail detailing their choices. Employees can also view a benefits summary, plan comparisons and plan documents, beneficiaries, 401(k) loans, stock options, and more.

My Time Off provides employees with a summary of their attendance balances and leave taken. Employees can submit leave requests from this page.

My Paycheck allows employees to view current and prior pay stubs and W2's, specify federal, state and local withholding information, create and/or change direct deposits, and conduct "what if" simulations for gross to net paycheck calculations.*

My Company contains the employee directory, employee detail with pictures, and organization charts. My Company can include links and documents to company-related information.

My Team empowers managers with the ability to easily see who will be in or out of work at any given time via a calendar view and approve leave requests.

Accurate and paperless online benefits enrollment

The amount of paperwork generated in traditional benefits enrollment is staggering. Ascentis ESS allows you to conduct enrollment online, thus eliminating the cumbersome and inaccurate paper process. Through online open enrollment, employees are connected to their benefit options. Upon HR approval, enrollment elections are applied to employee records and employees automatically receive an e-mail detailing their choices. Carrier Connect electronically transmits the information to the appropriate providers.

Online leave requests ensure leave is taken and accounted for

Using Ascentis ESS, employees can easily determine their vacation availability (for any given point-in-time) and request leave online. With online leave, managers receive an e-mail from their employees when they request time off. A calendar view lets managers easily see who will be in or out of work at any given time. This makes it easy for managers to approve/reject leave requests accordingly. Once time off requests are approved Ascentis HR will be updated to reflect the leave taken.

*My Paycheck requires Payroll Connect advanced link.