

Ascentis Employee Self Service (ESS) Frequently Asked Questions

What happens if I lose my Ascentis Password? Click on the “Forgot Password” link and you will receive an email with a new password. Once you are in the ESS module you can change the password to something you prefer by pressing “Change Password” located in the upper right corner of the screen.

How and/or where do I access my ESS account? You may access your account anywhere there is an Internet connection, such as your home computer, the library, a friend’s laptop and many other public WiFi connections.

Can I save the website to my Favorites? No, for security reasons the system will not work from a saved favorite. Please type: <https://selfservice.ascentis.com/corradinogroup>

How far back can I see copies of my Ascentis paystubs? Your Ascentis paystub history starts with your first Ascentis payroll and is available on Ascentis ESS as long as you are a Corradino employee.

Special Note to Employees with an ADP iPay Online Wage Statement Account (Effective September 2013 or before):
Employees with an established ADP iPay online wage statement account will retain access to the ADP iPay web site and their ADP wage statement history. ENTER USER NAME AND PASSWORD VERY CAREFULLY. Corradino is no longer an ADP payroll client. Once an employee is locked out of the site (due to password failure), that employee’s access is terminated. Corradino no longer has the ability to reset an ADP iPay password.

What if I want a copy of my Ascentis paystubs? HR and Payroll will no longer have copies of (ADP or Ascentis) paystubs. You will be able to print copies from your home computer or any other computer that is connected to a printer.

Will I be able to view my current vacation and sick leave balance? Yes. Current accrual, taken, and ending balances are available under the “My Self” tab in the “My Paycheck” section.

What if my personal information changes such as my address, telephone, emergency contact information or dependent additions/deletions? You need to make these changes using ESS by clicking on the appropriate box under the “My Self” tab.

How can I find out how much my medical insurance costs? Go to the Benefits section and click on Benefits Summary.

What if I want to add a new baby to my coverage? First go to the Dependents section and add the child. Then go to the benefits section and click on add dependents. HR will receive a notice of your change and take the appropriate action.

What if I want to change my tax deductions? The current W4 form is posted in the Paycheck section. HR will receive and approve the request when the W4 form is completed and turned in to HR.

What if I want to change my direct deposit account? The Direct Deposit form is posted in the Paycheck section. HR will approve the change when the Direct Deposit form is completed and turned in to HR with a voided check from the account.

How do I get a copy of Corradino’s Employee Guide? Many company documents such as the employee guide are posted in the “My Self” section under “Company Links”.

ESS QUICK REFERENCE:

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

My Family is where employee can view and update their dependent information, including qualifying events.

My Last Paycheck makes it simple for employees to view their current paycheck online.

My Paycheck History lets employees easily run a paycheck totals report.

My Taxes gives employees the ability to specify state and federal withholding information and make changes.

My Benefits is where employees participate in new hire and open enrollment. They can also view benefits summary, plan documents, beneficiaries and links to provider directories.