

# City of Kaukauna

## Ascentis Self-Service Portal Set-up Instructions

### **The Ascentis Self-Service Portal**

The City of Kaukauna has a new online payroll/time-keeping system. Employee's paystubs, w-2, 1095c, etc. will be available on the **Ascentis Self-Service Portal** for viewing and accessibility. There will no longer be paper documents sent to employees via mail. The Self-Service Portal will give each employee access to their records, including personal contact information, enrolled benefits and pay information to name a few. The Self-Service Portal will give the employee the ability to change personal information (i.e. address, phone, email, password, etc.), update bank account info, or even change withholdings. The Self-Service Portal is accessible anywhere with internet access and at any time of day.

### **Enrolling on the Self-Service Portal**

To enroll on the Self-Service Portal please visit the link on page 2 and follow the instructions with screenshots that follow. It is recommended that you bookmark the login link for fast and easy future access. Please call the Recreation Director at 766-6376 with questions, or if something does not work as expected.

### **Next Step After Enrolling on the Self-Service Portal**

Some employees will access a punch clock onsite at the location they are going to work (ie. Municipal Pool). Others will punch in/out using the NovaMobile application on their smartphones. Downloading the Novamobile App and getting it to communicate with the Timekeeper module on the Self-Service Portal is the next step after setting up the Self-Service Portal. The instructions needed for that step are available on our website and/or will be emailed to new employees directly.

# Ascentis Self-Service Portal Set-up Instructions

Ascentis Self-Service Portal Login Page: <https://selfservice.ascentis.com/CityofKaukauna>

## 1. Start Sign Up Process

- Bookmark or save this page to Favorites!
- Click “First time user? Sign up here.”

Ascentis  
Self-Service Login

Company  
City of Kaukauna

User ID  
  
User ID must NOT be empty.  
[Forgot user ID?](#)

Password  
  
Password must NOT be empty.  
[Forgot password?](#)

**Login**

First time user? Sign up here.

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.  
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## 2. Verify Identity

- Enter First and Last Name.
- Enter Birth Date and Social Security Number (Use correct Format!).
- Click “Verify.”

Login - Verification

Self-Service will verify who you are before letting you into the system. Please enter all of the following information, then click the Verify button.

First Name:

Last Name:

Birth Date:  
\* (mm/dd/yyyy)\*

Social Security Number: (Include dashes for SSN and SIN)  
\* (E.g. xxx-xx-xxxx)\*

**Verify**

### 3. Create New Password

- Make note of your User ID!
- Create and Confirm a new Password!
- Click “Continue” to go back to the login screen where you will enter your User ID and Password.

Welcome **Test Employee**

The information you entered has been verified. Your User ID is shown below. Please create your password. Passwords are case sensitive.

**User ID:**    **temployee**

Password:

Please type your password again for verification:

Please don't forget your user ID and password!

### 4. Login

- Enter your User ID and Password.
- Click “Login.”

**Ascentis**  
Self-Service Login

Company  
City of Kaukauna

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

First time user? [Sign up here.](#)

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## 5. Self-Service Portal Overview

- When logged-in, Self-Service Portal will show five navigational tabs (Home, My Self, My Team, Timekeeper & My Company). My Self is the default tab.
  - **Home Tab:** includes city wide message from the Human Resources and Finance Departments regarding payroll, policies, and other important info.
  - **My Self Tab:** includes employee information such as check stubs.
  - **Timekeeper Tab:** includes time sheets.
  - **My Team Tab:** includes information Supervisors to approve requests and time sheets
  - **My Company:** includes the City Staff Directory.

The screenshot displays the Kaukauna Self-Service Portal interface. At the top left is the Kaukauna logo. A navigation bar contains five tabs: HOME, MY SELF, MY TEAM (highlighted in yellow), TIMEKEEPER, and MY COMPANY. Annotations with red arrows point to specific elements: 'Only Applicable to Supervisors' points to the MY TEAM tab; 'Visibility to current and past time sheets' points to the TIMEKEEPER tab; and 'Menu to change password and logout' points to a user profile icon in the top right corner labeled 'Test Employee'. The main content area is divided into three columns. The left column is a sidebar menu with items: Personal Information, Family Members (highlighted), Benefits, My Paycheck (highlighted), My Attachments, My Notes, Company Links, and Messages and Reminders. The middle column contains sections for Personal Information (with sub-links: Emergency Contacts, Property, Reimbursements), Family Members, and Benefits (with sub-links: Benefits Summary, Plan Information & Comparison, Providers, 1095-C for My Taxes). The right column contains sections for My Paycheck (with sub-links: Last Paystub, Paystub History, More...), My Attachments, My Notes, and Company Links (with sub-link: Company Website). The footer indicates 'Powered by Ascentis'.

If you have any questions or issues getting logged in please contact Recreation Director (766-6376) or the Finance or Human Resource Departments.