ASCENTIS MERIT INCREASE ACCESS

- 1. Log In to Ascentis Self-Service
- 2. Select My Team then click on Performance

Summit Hea	thcare		
HOME MY SELF	TEAM BENCHMARKS MY COMPANY		
My Team	Task List		
My Team Home	0 tasks		
Direct Reports	Process Name		
Task List			
Approval History	Approval History		
Performance	Process Name		
	Education - Add		
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3. Select My Team then click on Manage Team Compensation

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4. Using the Merit Increase Job Aid, enter your merit increase percentages. REMEMBER: ONLY ENTER PERCENTAGES FOR DIRECTORS AT THIS TIME(not for staff).

- 5. Once complete press "Submit" at the bottom of the page.
- 6. Celebrate how easy it was!