ASCENTIS MERIT INCREASE ACCESS

1. Log In to Ascentis Self-Service

2. Select My Team then click on Performance

3. Select My Team then click on Manage Team Compensation

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!