

EMPLOYEE SELF-SERVICE



Go to Personal Information to view and update your personal information such as your address, phone numbers, and emergency contacts.

Use the Family Members section to enter information about your dependents. This is required for benefits enrollment.

Go to Benefits to get information on our benefit plans, do plan comparisons, and to view your current benefits.

Use the My Paycheck section to view your pay records, tax and direct deposit information.

HOW TO ACCESS EMPLOYEE SELF-SERVICE

1. Go to GIRE's self-service website at <https://selfservice.ascentis.com/GIRE>
2. At the sign-on window, click on the link that says **'First time user? Sign up here.'**
3. Confirm your identity with your first and last name, birth date and Social Security Number.
4. The system will display your User ID and prompt you to create a password. Passwords must be at least seven characters, include a combination of letters and numbers and is case sensitive.
5. Once you've created a password, the system displays the self-service login window again.
6. Enter your User ID and password to sign-in to the self-service portal.
7. Navigate through the website and explore the site's many features and functions. Also take a moment to confirm that your information is correct.

If you have any questions, please contact Human Resources at (707) 523-0550 x231 or HR@gire.org.