

AscAgnès Login Instructions for Staff and faculty

How to obtain your Pay Advice and W-2 via AscAgnès:

1. Go to this link:

<https://ascagnes.agnesscott.edu/>
2. Click on "Log In" located in the top right corner.
3. Your User ID and Password are the same User ID and Password that you use to log onto any ASC computer.
4. Click on "AscAgnès for Staff" or "AscAgnès for Faculty."
5. Click on "Pay Advices."
6. Now click on the advice you would like to view. The drop down box is used for prior years. Your advice will be viewable the day before the actual pay date. A new window will open allowing you to view and print your advice.
7. If you wish to view your W-2 on AscAgnès you must first give your consent. To do this, click on "W-2 Electronic Consent." Please read the disclaimer carefully. Once you give your consent you can then click on "W-2 Statements." A new window will open allowing you to view and print your W-2. Once you are finished please make sure to close out all open windows and log off of AscAgnès.