



Employee Self Service Registration

Academy of The Sacred Heart offers a benefit called Employee Self Service for our employees. With this feature you can:

- View and print pay stubs online
- View W-2s online at year end
- Request changes to your contact information

The registration process should take no more than five minutes from start to finish.

To register with our payroll provider, Dominion Systems Inc., go to:

www.dominionsystems.com

Click **Login** in the upper right corner of the screen.

Click on **Register** in the Dominion Source Login box.

**You may need to verify that the pop-up blocker on your web browser is set to allow pop-ups from live.dominionsystems.com.*

For security purposes, you will need to enter the following information before you are able to create your own username and password.

- The client code for **Academy of The Sacred Heart: SCH1**
- Your **Employee Number** (refer to your current printed check stub)
- Your **Social Security Number**
- Your **Home Zip Code**

See page 2 of this handout for step by step registration instructions:

Once you have registered, you may take advantage of Dominion Systems' **Mobile Site**. Go to live.dominionsystems.com on your mobile device to access your pay stub.

Please contact your HR department with any questions.

Employee Self Service Registration – Step by Step Instructions

1. Log in to website www.dominionsystems.com
2. Click 'Login' in the upper right corner of the screen.
3. Click 'Register' in the Dominion Source Login box.
4. Enter your Company Code (everything is case sensitive).
5. Enter your employee number.
6. Enter your social security number with the dashes.
7. Enter your home zip code.
8. Click Submit.
9. Enter a Username that you will use each time you login to employee self-service for payroll. Your Username must be unique amongst all Dominion System's clients. Just like signing up for Yahoo.com or Gmail.com, you might have to add a number to make your Username unique.
11. Enter a password. Passwords are case sensitive. Passwords must be at least 8 characters long and contain some letters and some numbers; ex: payroll123.
12. Confirm your password.
13. Enter your E-mail address.
14. Select a secret question and fill in the answer. This is how we will verify who you are if you forget your password.
15. Click Submit.

If all of the information is valid, you will receive a message, 'You have successfully completed Employee Self-Registration'. Please return to the Login page and use your username and password you have just created.'

Click Login, enter your Username and password and click Login.

You now have access to your paychecks and other payroll information.

If you forget your password, click "Forgot password" under the password box. Enter your username; Click Next; answer the secret question; click GO. If your answer matches what we have on file, we will generate a new password and send it to the email address you have provided.