

Admin Guide: ASCENDER EmployeePortal Self-Service

Table of Contents

Admin Guide: ASCENDER EmployeePortal Self-Service i
Administrative Guide: ASCENDER EmployeePortal Self-Service 1

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This guide provides the necessary steps to set up the appropriate access to ASCENDER EmployeePortal and its various pages.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

Set up Self Service Options

❑ Use the EP Self-Service Assignments pages to manage the demographic and payroll fields that the user can view and update in EmployeePortal.

- Personnel > Tables > EP Self-Service Assignments Demographic
- Payroll > Tables > EP Self-Service Assignments Payroll

❑ Use the following pages to view and approve pending maintenance requests that were submitted by users in EmployeePortal.

Payroll:

- Payroll > Self-Service > Pending
- Payroll > Self-Service > Payroll Approval
- Payroll > Self-Service > Pending by Alternate
- Payroll > Self-Service > Payroll Approval by Alternate

Personnel:

- Personnel > Self-Service > Pending
- Personnel > Self-Service > Pending by Alternate
- Personnel > Self-Service > Demographic Approval
- Personnel > Self-Service > Demographic Approval by Alternate

❑ If a user is locked out of their account, delete their EmployeePortal account and advise them to create a new account using the **New User** button on the EmployeePortal login page.

- Personnel > Self-Service > Delete EP Users

❑ The following Self Service Reports are available:

- Payroll > Reports > Self-Service Reports > HRS8000 - Self-Service Requests
- Payroll > Reports > Self-Service Reports > HRS8005 - Leave Request Report
- Payroll > Reports > Self-Service Reports > HRS8015 - Leave Request Comparison Report
- Personnel > Reports > Self-Service Reports > Self-Service Requests