



employeeportaloptions

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Use this page to manage your LEA-wide settings for ASCENDER EmployeePortal. These settings allow you to determine the information and features to which your employees have access to in EmployeePortal.

Select **Employee Number** or **Social Security Number** to identify the number to be used for each employee in EmployeePortal. By default, the **Employee Number** is selected.

Note: It may be **recommended** to select **Social Security Number** since employees typically know this personal number and may not be familiar with their assigned employee number.

New users will be asked to enter this number when creating a new EmployeePortal account, and existing users will be asked to enter this number if they forget their password and need to reset it.

Under **Enable:**

- Select Employee Access System to enable EmployeePortal.
- Select all of the pages/features to enable in EmployeePortal for your employee to either view or perform maintenance requests.

Under **Messages**, select the pages for which you want to add a district message. When you select a field, a text box is displayed allowing you to add, delete, or modify a message. Each message can be a maximum of 500 characters and is displayed in red at the top of the page in EmployeePortal.

W-2 Print - Latest Year	Type the four-digit year of the latest year for which the employees can print an official copy of their W-2. This field should not be updated until the LEA has run and finalized its W-2s. W-2s will be copies and will not be used in lieu of the LEA generating W-2s. W-2s will be printed in the official format (as determined by the IRS) and can be used as the original. The field contains the latest year available to print. If the field is left blank, employees will not have the option to print a copy of any of their W-2s. The earliest available form in the system is 2009 so an earlier year will not be accepted.
Employee Access URL	Type the Web address for the Employee Access application.

The remaining fields on this page are associated with the Leave Requests feature and are covered in the Leave Request Setup section.