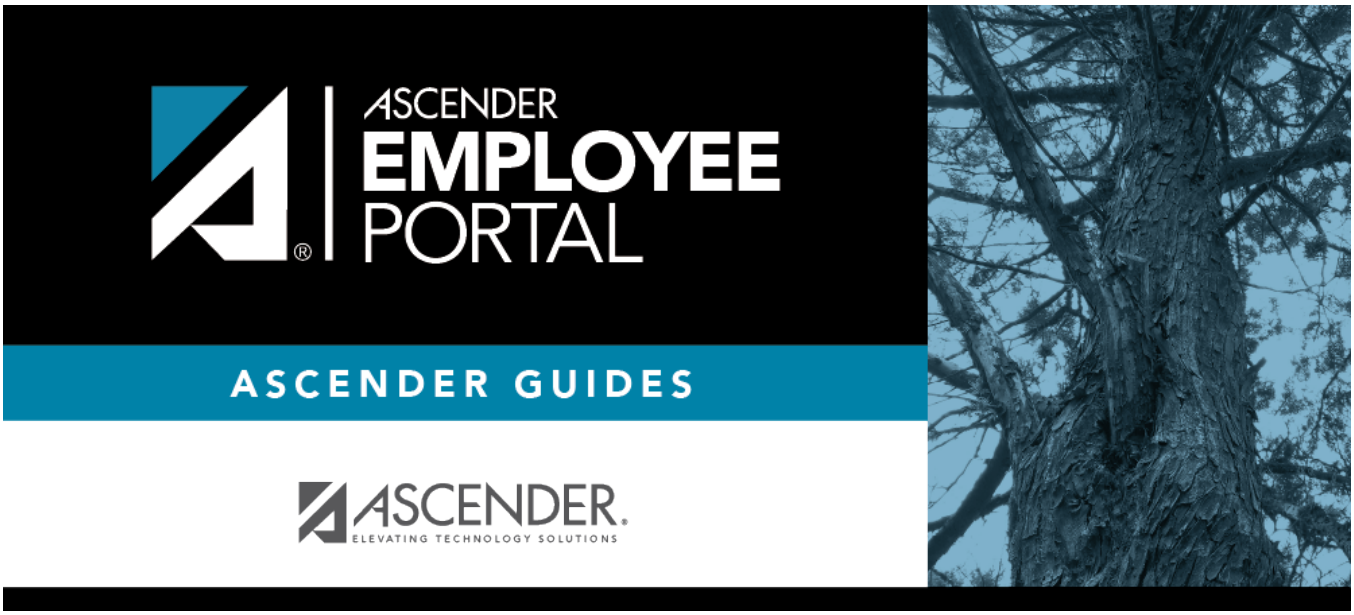


Employee Guide: View Earnings & Tax Information

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Employee Guide: View Earnings & Tax Information

Welcome to ASCENDER EmployeePortal. This application provides you with access to various employee data inquiries and maintenance features.

EmployeePortal allows you to view your current and historical pay information including calendar year-to-date information, deductions, earnings, W-2 information, and 1095 information. You can view up to 18 months of check stub information.

Your local education agency (LEA) determines the pages and data fields that can be viewed and/or edited in EmployeePortal. If you have questions, contact your EmployeePortal administrator.

Before You Begin

Review the ASCENDER EmployeePortal Navigation page to familiarize yourself with the portal.



TIP: If you have any new notifications from EmployeePortal, the number of pending notifications is displayed in the top-right corner of the page on . Click to view the Notifications box. You can either click **Mark All As Read** to mark all notifications as read and clear all notifications or click a notification to open the Notifications page. From the Notifications page, you have the option to **Mark All As Read** or click to clear each individual notification.

Use the Inquiry menu to perform various earnings and tax inquiries. Review the applicable online Help pages for information about specific fields.

I. View Earnings

W-4 Information Notes:

- If you have completed an updated W-4 form for the 2020 tax year or greater, then the seven **W-4 Withholding Certificate** (**W4 Filing Status**, **W4 Multi-Jobs**, **W4 Children under 17**, **W4 Other Dependents**, **W4 Other Exemptions**, **W4 Other Income**, and **W4 Other Deductions**) fields are populated as applicable.
- If you have not completed an updated W-4 form for the 2020 tax year or greater, then the **W-4 Withholding Certificate** fields do not apply to you, and the **Marital Status** and **Number of Exemptions** fields are populated as applicable.

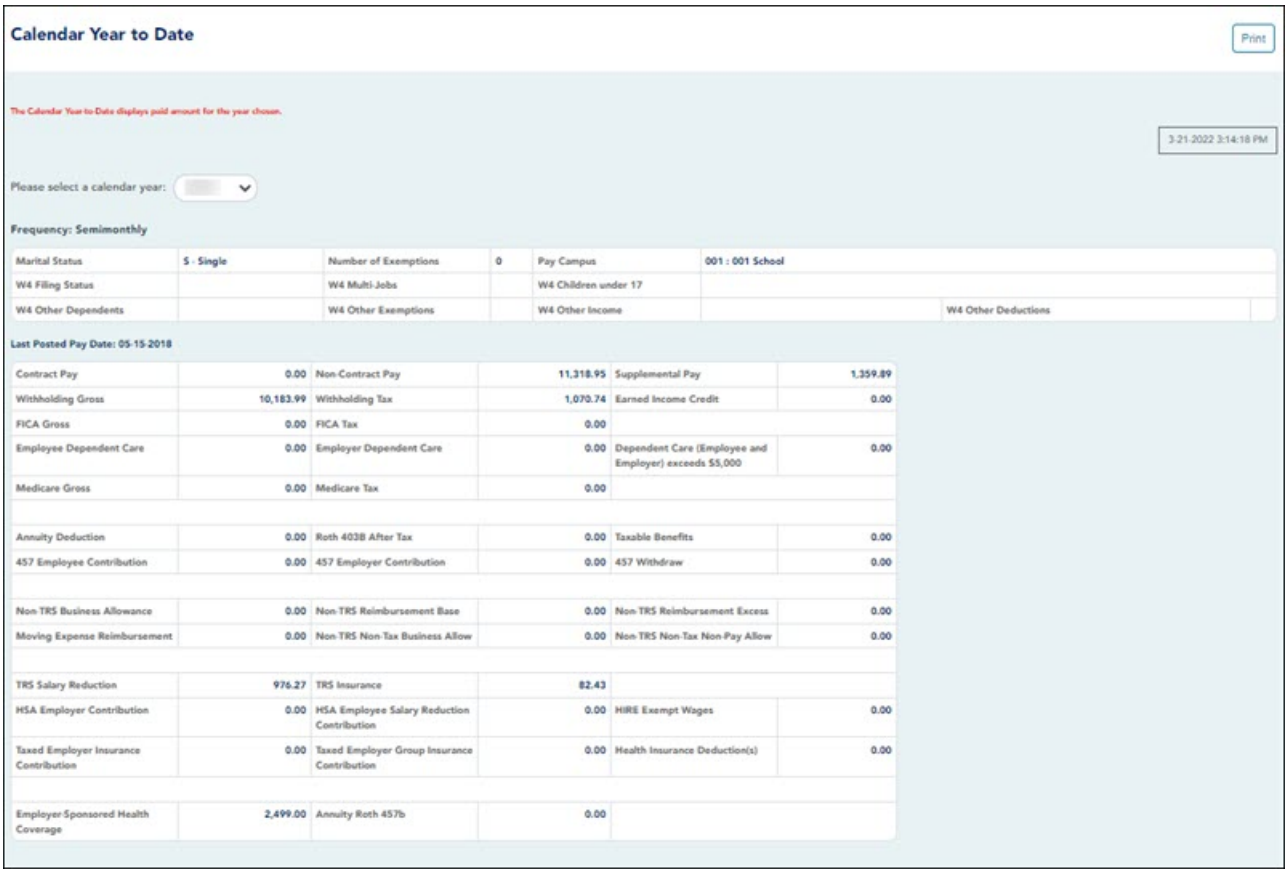
1. Calendar Year to Date.

   EmployeePortal > Inquiry > Calendar Year to Date

   This page is used to view a year-to-date summary of various earnings information by payroll frequency. You can also view prior year information.

   If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

   If a message is available from your LEA, it is displayed in red at the top of the page.



2. Current Pay Information.

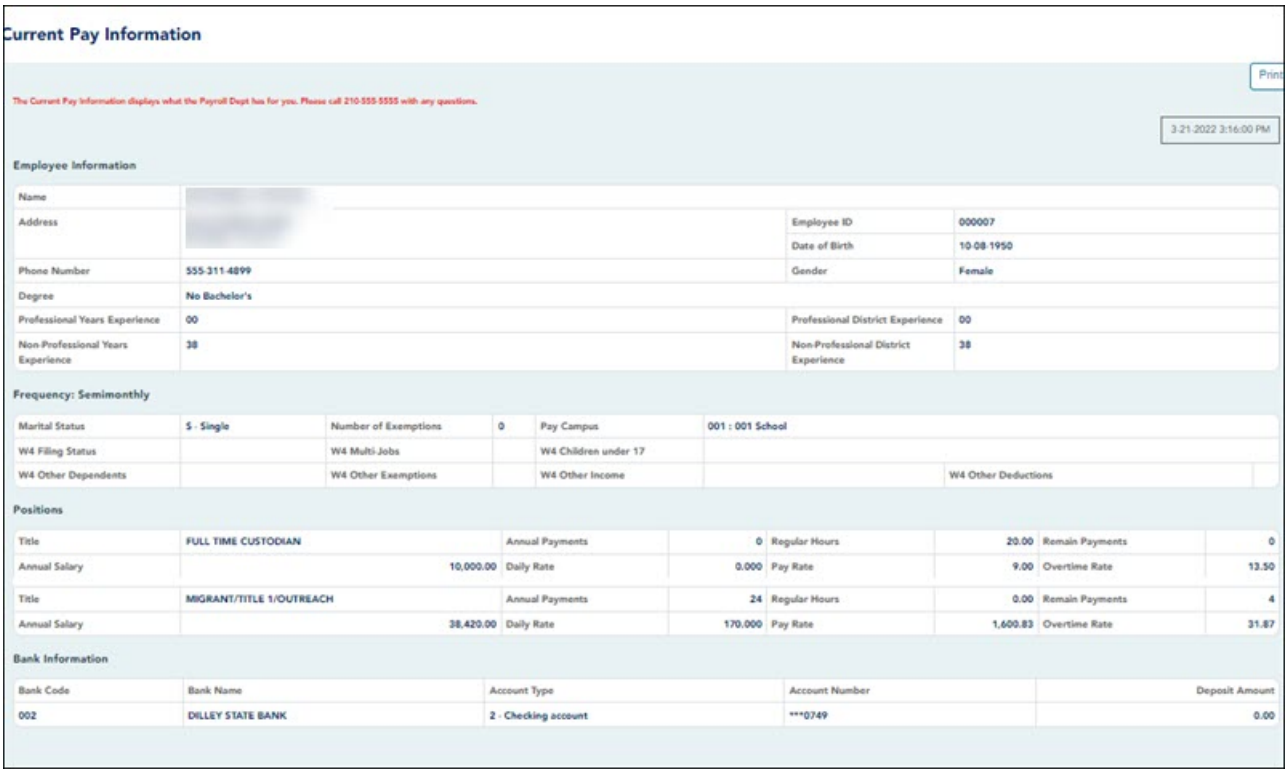
   EmployeePortal > Inquiry > Current Pay Information

   This page is used to view your current pay information.

   If you requested modifications such as changes to your withholding and exemptions, and those changes are not displayed, the LEA has yet to process the changes.

   If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

   If a message is available from your LEA, it is displayed in red at the top of the page.



Current Pay Information

Print

The Current Pay Information displays what the Payroll Dept has for you. Please call 210-555-5555 with any questions.

3-21-2022 3:16:00 PM

Employee Information

Name			
Address		Employee ID	000007
		Date of Birth	10-08-1950
Phone Number	555-311-4899	Gender	Female
Degree	No Bachelor's		
Professional Years Experience	00	Professional District Experience	00
Non-Professional Years Experience	38	Non-Professional District Experience	38

Frequency: Semimonthly

Marital Status	S - Single	Number of Exemptions	0	Pay Campus	001 : 001 School		
W4 Filing Status		W4 Multi-Jobs		W4 Children under 17			
W4 Other Dependents		W4 Other Exemptions		W4 Other Income		W4 Other Deductions	

Positions

Title	FULL TIME CUSTODIAN	Annual Payments	0	Regular Hours	20.00	Remain Payments	0
Annual Salary	10,000.00	Daily Rate	0.000	Pay Rate	9.00	Overtime Rate	13.50
Title	MIGRANT/TITLE 1/OUTREACH	Annual Payments	24	Regular Hours	0.00	Remain Payments	4
Annual Salary	38,420.00	Daily Rate	170.000	Pay Rate	1,600.83	Overtime Rate	31.87

Bank Information

Bank Code	Bank Name	Account Type	Account Number	Deposit Amount
002	DILLEY STATE BANK	2 - Checking account	***0749	0.00

3. Deductions.

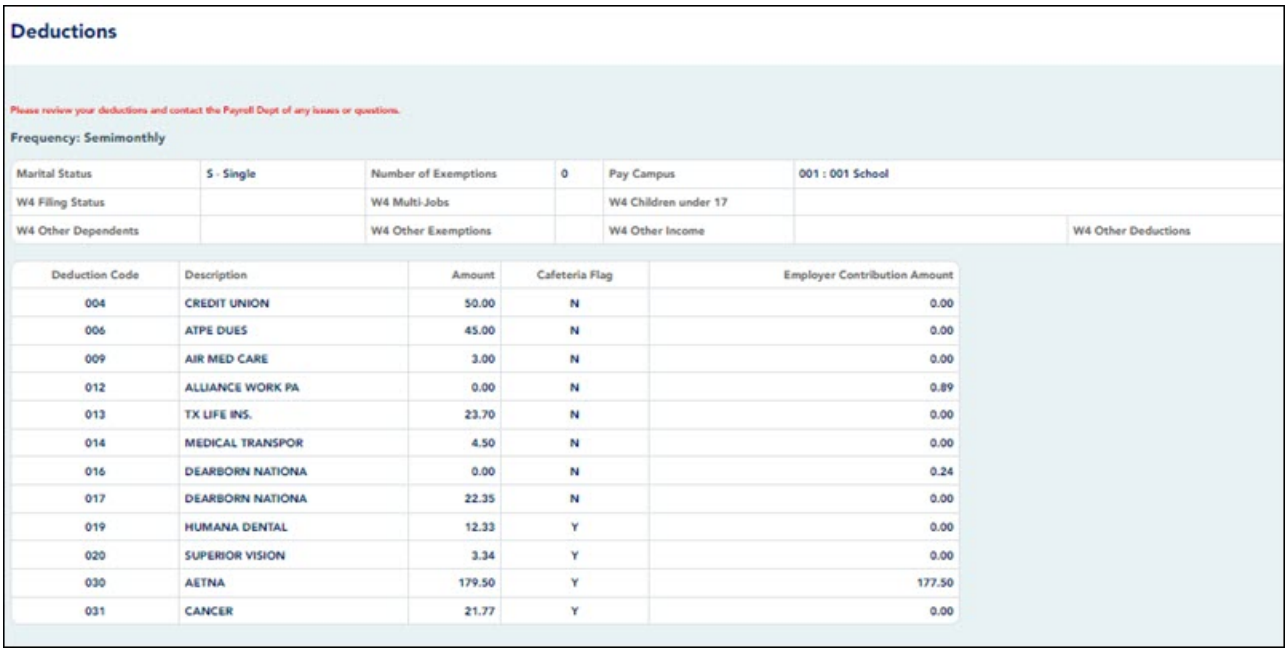
EmployeePortal > Inquiry > Deductions

This page is used to view your current payroll deduction information. If applicable, the employer's contributions to the deductions are also displayed in addition to your withholding status and the number of exemptions.

If you have requested modifications to your deductions and those changes are not displayed, the LEA has yet to process the changes.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.



Deductions

Please review your deductions and contact the Payroll Dept of any issues or questions.

Frequency: Semimonthly

Marital Status	S - Single	Number of Exemptions	0	Pay Campus	001 : 001 School	
W4 Filing Status		W4 Multi-Jobs		W4 Children under 17		
W4 Other Dependents		W4 Other Exemptions		W4 Other Income		W4 Other Deductions

Deduction Code	Description	Amount	Cafeteria Flag	Employer Contribution Amount
004	CREDIT UNION	50.00	N	0.00
006	ATPE DUES	45.00	N	0.00
009	AIR MED CARE	3.00	N	0.00
012	ALLIANCE WORK PA	0.00	N	0.89
013	TX LIFE INS.	23.70	N	0.00
014	MEDICAL TRANSPOR	4.50	N	0.00
016	DEARBORN NATIONA	0.00	N	0.24
017	DEARBORN NATIONA	22.35	N	0.00
019	HUMANA DENTAL	12.33	Y	0.00
020	SUPERIOR VISION	3.34	Y	0.00
030	AETNA	179.50	Y	177.50
031	CANCER	21.77	Y	0.00

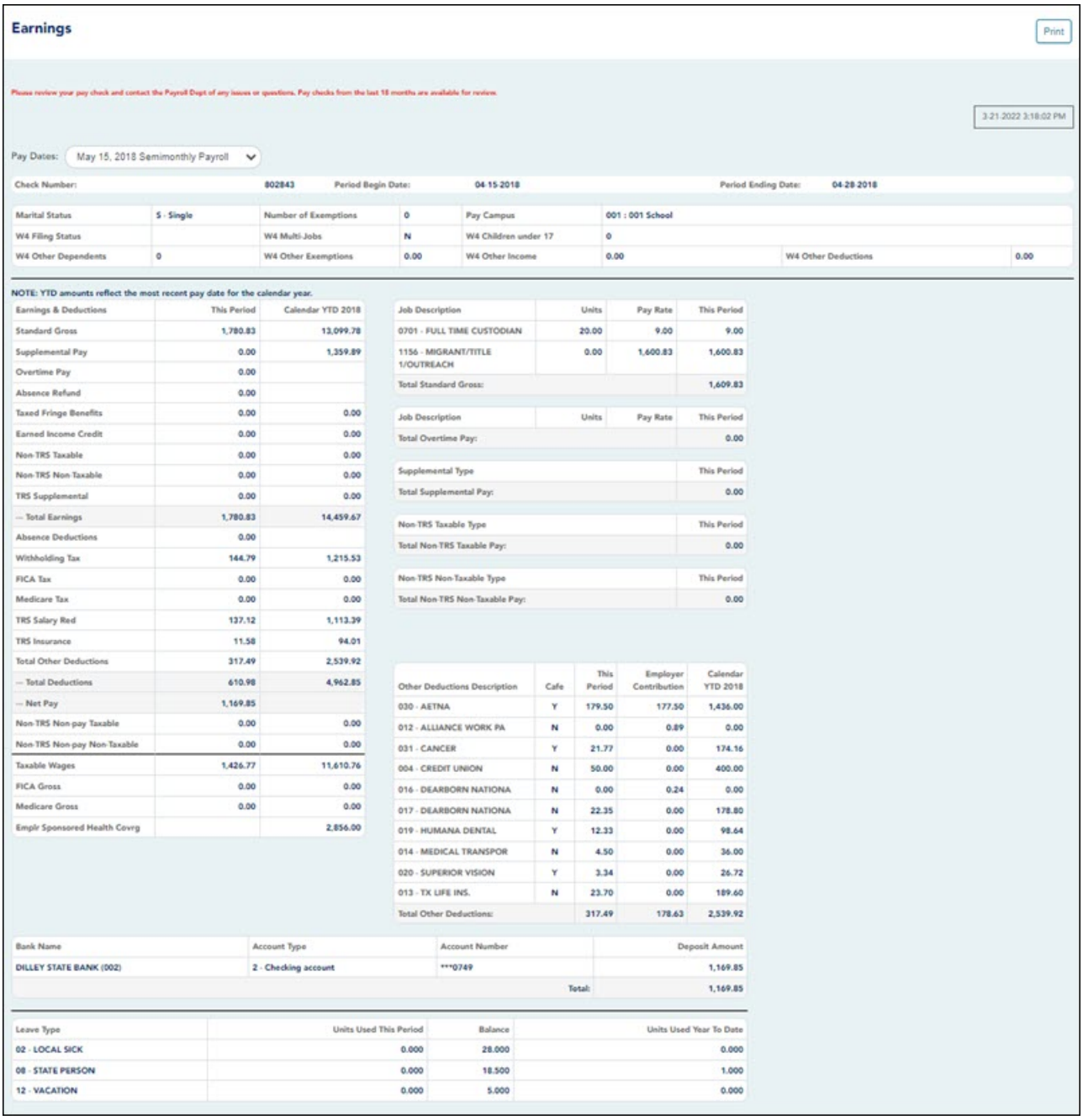
4. Earnings.

   EmployeePortal > Inquiry > Earnings

   This page is used to view earnings and direct deposit information. The information is per pay date and frequency. You can view 18 months of earnings or the last 50 pay dates. If you are on multiple frequencies, the pay dates and associated frequency are displayed.

   If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

   If a message is available from your LEA, it is displayed in red at the top of the page.



Earnings

Print

Please review your pay check and contact the Payroll Dept of any issues or questions. Pay checks from the last 18 months are available for review.

3.21.2022 3:18:02 PM

Pay Dates: May 15, 2018 Semimonthly Payroll

Check Number:	802843	Period Begin Date:	04-15-2018			Period Ending Date:	04-28-2018
Marital Status	S - Single	Number of Exemptions	0	Pay Campus	001 : 001 School		
W4 Filing Status		W4 Multi-Jobs	N	W4 Children under 17	0		
W4 Other Dependents	0	W4 Other Exemptions	0.00	W4 Other Income	0.00	W4 Other Deductions	0.00

NOTE: YTD amounts reflect the most recent pay date for the calendar year.

Earnings & Deductions	This Period	Calendar YTD 2018
Standard Gross	1,780.83	13,099.78
Supplemental Pay	0.00	1,359.89
Overtime Pay	0.00	
Absence Refund	0.00	
Taxed Fringe Benefits	0.00	0.00
Earned Income Credit	0.00	0.00
Non-TRS Taxable	0.00	0.00
Non-TRS Non-Taxable	0.00	0.00
TRS Supplemental	0.00	0.00
-- Total Earnings	1,780.83	14,459.67
Absence Deductions	0.00	
Withholding Tax	144.79	1,215.53
FICA Tax	0.00	0.00
Medicare Tax	0.00	0.00
TRS Salary Red	137.12	1,113.39
TRS Insurance	11.58	94.01
Total Other Deductions	317.49	2,539.92
-- Total Deductions	610.98	4,962.85
-- Net Pay	1,169.85	
Non-TRS Non-pay Taxable	0.00	0.00
Non-TRS Non-pay Non-Taxable	0.00	0.00
Taxable Wages	1,426.77	11,610.76
FICA Gross	0.00	0.00
Medicare Gross	0.00	0.00
Emplr Sponsored Health Covrg		2,856.00

Job Description	Units	Pay Rate	This Period
0701 - FULL TIME CUSTODIAN	20.00	9.00	9.00
1156 - MIGRANT/TITLE 1/OUTREACH	0.00	1,600.83	1,600.83
Total Standard Gross:			1,609.83

Job Description	Units	Pay Rate	This Period
Total Overtime Pay:			0.00

Supplemental Type	This Period
Total Supplemental Pay:	0.00

Non-TRS Taxable Type	This Period
Total Non-TRS Taxable Pay:	0.00

Non-TRS Non-Taxable Type	This Period
Total Non-TRS Non-Taxable Pay:	0.00

Other Deductions Description	Cafe	This Period	Employer Contribution	Calendar YTD 2018
030 - AETNA	Y	179.50	177.50	1,436.00
012 - ALLIANCE WORK PA	N	0.00	0.89	0.00
031 - CANCER	Y	21.77	0.00	174.16
004 - CREDIT UNION	N	50.00	0.00	400.00
016 - DEARBORN NATIONA	N	0.00	0.24	0.00
017 - DEARBORN NATIONA	N	22.35	0.00	178.80
019 - HUMANA DENTAL	Y	12.33	0.00	98.64
014 - MEDICAL TRANSPOR	N	4.50	0.00	36.00
020 - SUPERIOR VISION	Y	3.34	0.00	26.72
013 - TX LIFE INS.	N	23.70	0.00	189.60
Total Other Deductions:		317.49	178.63	2,539.92

Bank Name	Account Type	Account Number	Deposit Amount
DILLEY STATE BANK (002)	2 - Checking account	***0749	1,169.85
		Total:	1,169.85

Leave Type	Units Used This Period	Balance	Units Used Year To Date
02 - LOCAL SICK	0.000	28.000	0.000
08 - STATE PERSON	0.000	18.500	1.000
12 - VACATION	0.000	5.000	0.000

II. View Tax Information

1. W-2 Information.

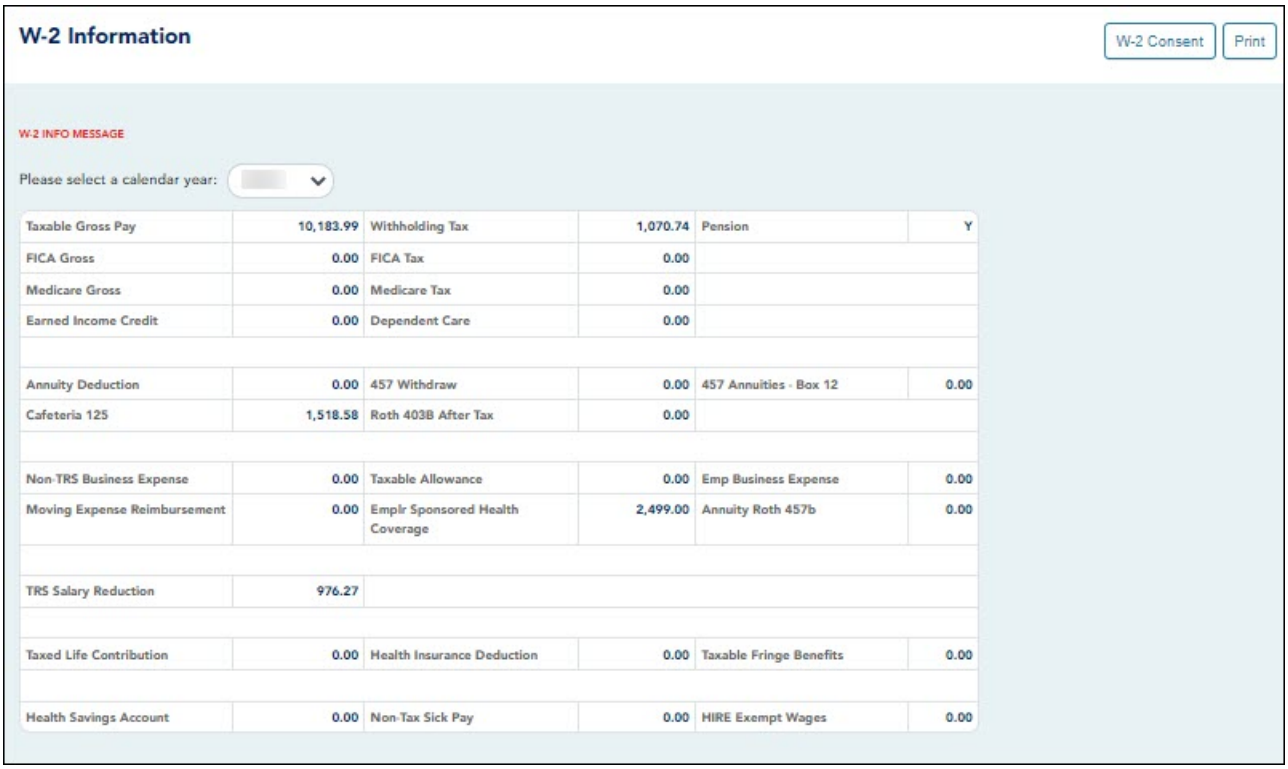
   EmployeePortal > Inquiry > W-2 Information

   This page is used to view your W-2 information. Additionally, you can indicate how you want to receive and access your W-2 form; electronically or printed, by mail. Previous year and frequency combinations are available for selection. Official W-2s can be printed from calendar year 2009 or greater. W-2s from years prior to 2009 can be viewed but not printed.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

In addition, you can use this page to indicate your W-2 electronic consent preference. If you have not previously indicated your electronic consent preference, the W-2 Electronic Consent window opens when you access the W-2 Information page. You can change your electronic consent preference at any time.



Taxable Gross Pay	10,183.99	Withholding Tax	1,070.74	Pension	Y
FICA Gross	0.00	FICA Tax	0.00		
Medicare Gross	0.00	Medicare Tax	0.00		
Earned Income Credit	0.00	Dependent Care	0.00		
Annuity Deduction	0.00	457 Withdraw	0.00	457 Annuities - Box 12	0.00
Cafeteria 125	1,518.58	Roth 403B After Tax	0.00		
Non-TRS Business Expense	0.00	Taxable Allowance	0.00	Emp Business Expense	0.00
Moving Expense Reimbursement	0.00	Empl Sponsored Health Coverage	2,499.00	Annuity Roth 457b	0.00
TRS Salary Reduction	976.27				
Taxed Life Contribution	0.00	Health Insurance Deduction	0.00	Taxable Fringe Benefits	0.00
Health Savings Account	0.00	Non-Tax Sick Pay	0.00	HIRE Exempt Wages	0.00

❑ Click **W-2 Consent**. The W-2 Electronic Consent window opens with information about your consent.

The **W-2 Consent** button is only displayed if the option is enabled by the LEA or service center.

- Select **Yes** if you consent to electronic access of your W-2 form and agree to access your W-2 form electronically as described in the instructions, and print your own W-2 form. If selected, you will not receive a printed, mailed copy of your W-2 form.
- Select **No** to decline electronic consent and receive a printed, mailed copy of your W-2 form.
- Click **Save** to save your consent election. Otherwise, click **Cancel** to close the window without making a selection. If you do not make a selection, your W-2 form will be printed and mailed.

Notes:

- You can print a copy of your W-2 form regardless of your selected consent

preference.
- You can change your consent preference at any time.
- You will receive an email message confirming your selected preference.
- The confirmation email is sent to the email address listed on your demographic record. The email is sent to either the work or home email address; whichever is available. If both are available, the email is sent to the work email address.

❑ Click **Print** to display a printable PDF version of your Form W-2 Wage and Tax Statement.

2. 1095 Information.

EmployeePortal > Inquiry > 1095 Information

This page is used to view your 1095 information. Additionally, you can indicate how you would like to receive and access your 1095 form; electronically or printed, by mail. Official 1095 forms can be printed and viewed from calendar year 2015 and greater.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

In addition, you can use this page to indicate your 1095 electronic consent preference. If you have not previously indicated your electronic consent preference, the 1095 Electronic Consent window opens when you access the 1095 Information page. You can change your electronic consent preference at any time.



❑ Select **1095-B** to display your 1095-B data for the selected calendar year.

OR

❑ Select **1095-C** to display your 1095-C data for the selected calendar year.

❑ Click **1095 Consent**. The 1095 Electronic Consent window opens with information about your consent.

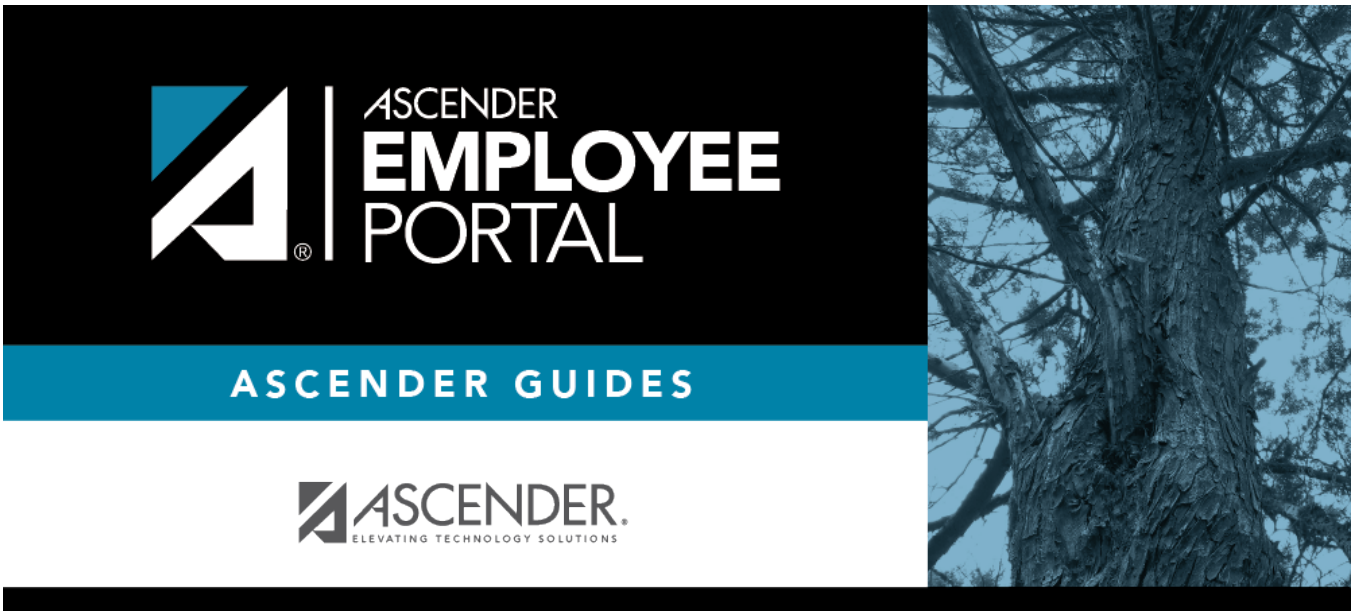
The **1095 Consent** button is only displayed if the option is enabled by the LEA.

- Select **Yes** if you consent to electronic access of your 1095 form and agree to access your 1095 form electronically as described in the instructions, and print your own 1095 form. If selected, you will not receive a printed, mailed copy of your 1095 form.
- Select **No** to decline electronic consent and receive a printed, mailed copy of your 1095 form.
- Click **Save** to save your consent election. Otherwise, click **Cancel** to close the window without making a selection. If you do not make a selection, your 1095 form will be printed and mailed.

Notes:

- You can print a copy of your 1095 form regardless of your selected consent preference.
- You can change your consent preference at any time.
- You will receive an email message confirming your selected preference.
- The confirmation email is sent to the email address listed on your demographic record. The email is sent to either the work or home email address; whichever is available. If both are available, the email is sent to the work email address.

❑ Click **Print** to display a printable PDF version of the Form 1095-B or 1095-C.


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