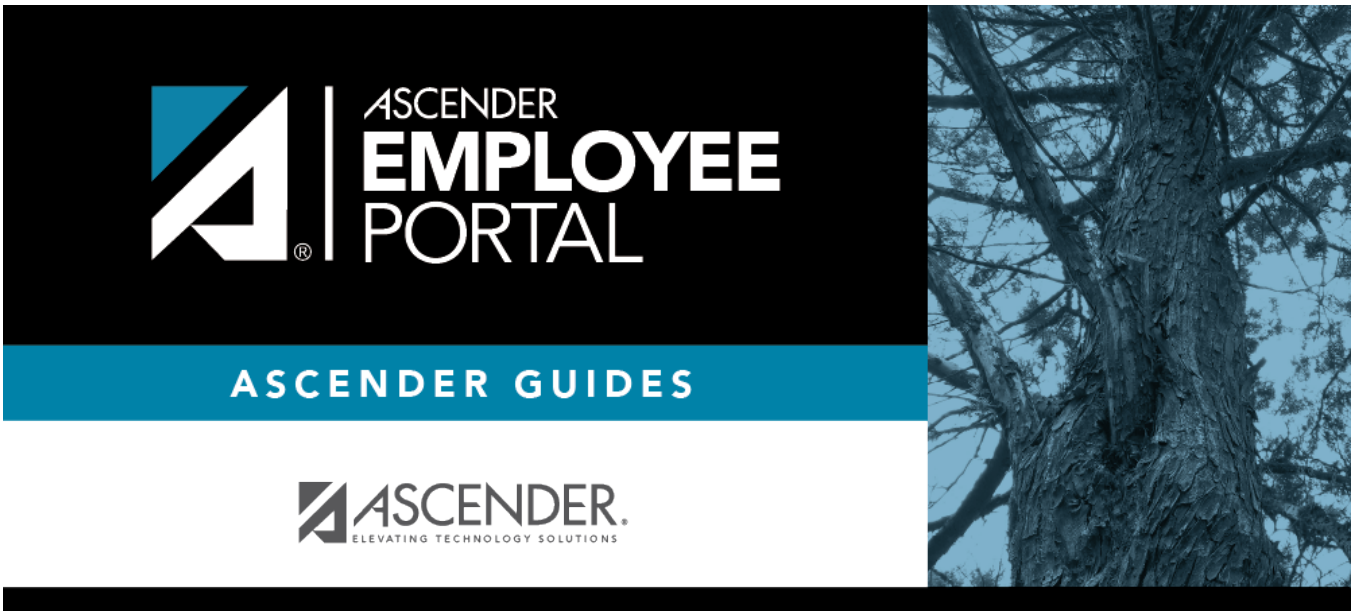



# Employee Guide: View Earnings & Tax Information

# Table of Contents

**Employee Guide: View Earnings & Tax Information** ..... 1

# 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.

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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

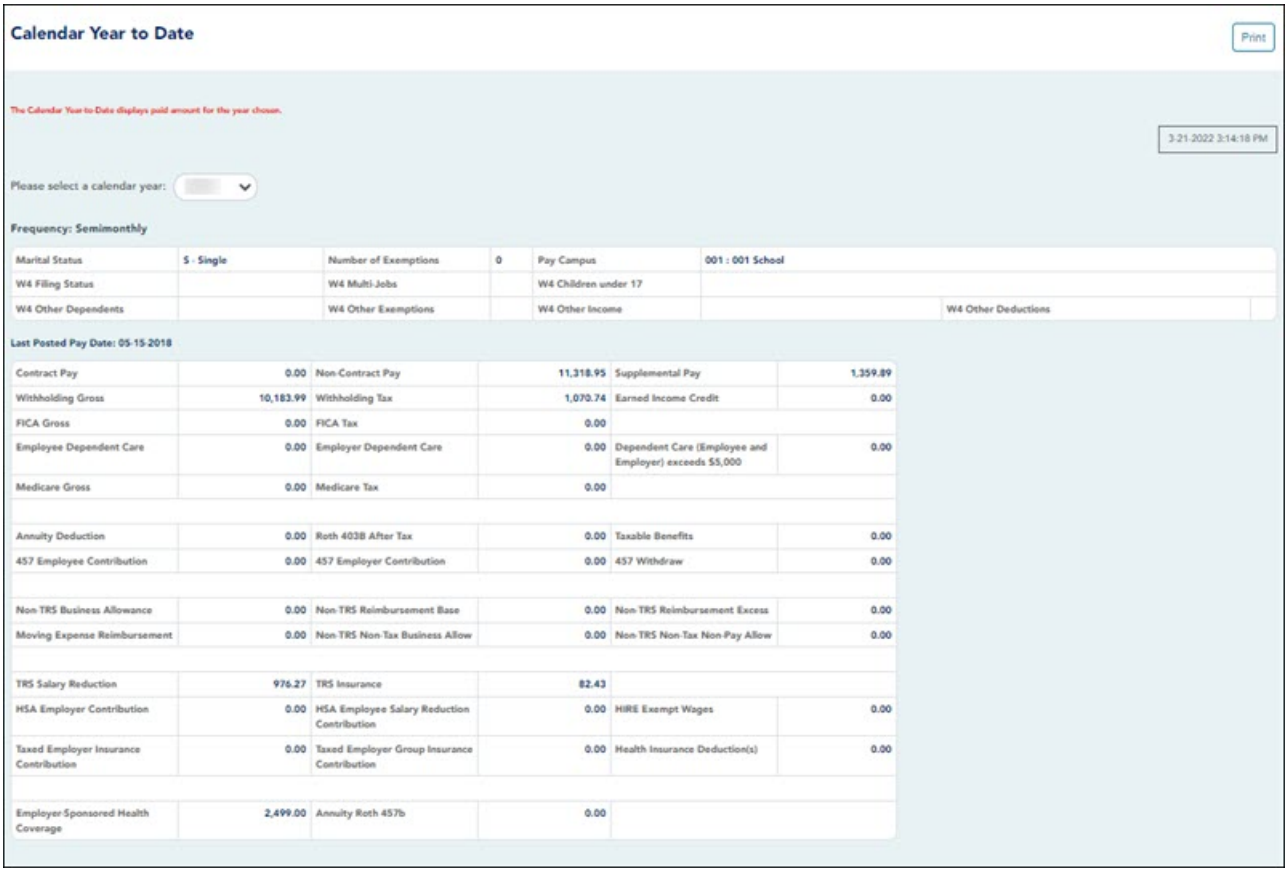
1. Calendar Year to Date.

   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.



Calendar Year to Date

Print

The Calendar Year to Date displays paid amount for the year chosen.

3-21-2022 3:14:18 PM

Please select a calendar year:

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 |

Last Posted Pay Date: 05-15-2018

| | | | | | |
|---|---|---|---|---|---|
| Contract Pay | 0.00 | Non-Contract Pay | 11,318.95 | Supplemental Pay | 1,359.89 |
| Withholding Gross | 10,183.99 | Withholding Tax | 1,070.74 | Earned Income Credit | 0.00 |
| FICA Gross | 0.00 | FICA Tax | 0.00 | | |
| Employee Dependent Care | 0.00 | Employer Dependent Care | 0.00 | Dependent Care (Employee and Employer) exceeds $5,000 | 0.00 |
| Medicare Gross | 0.00 | Medicare Tax | 0.00 | | |
| Annuity Deduction | 0.00 | Roth 403B After Tax | 0.00 | Taxable Benefits | 0.00 |
| 457 Employee Contribution | 0.00 | 457 Employer Contribution | 0.00 | 457 Withdraw | 0.00 |
| Non-TRS Business Allowance | 0.00 | Non-TRS Reimbursement Base | 0.00 | Non-TRS Reimbursement Excess | 0.00 |
| Moving Expense Reimbursement | 0.00 | Non-TRS Non-Tax Business Allow | 0.00 | Non-TRS Non-Tax Non-Pay Allow | 0.00 |
| TRS Salary Reduction | 976.27 | TRS Insurance | 82.43 | | |
| HSA Employer Contribution | 0.00 | HSA Employee Salary Reduction Contribution | 0.00 | HIRE Exempt Wages | 0.00 |
| Taxed Employer Insurance Contribution | 0.00 | Taxed Employer Group Insurance Contribution | 0.00 | Health Insurance Deduction(s) | 0.00 |
| Employer Sponsored Health Coverage | 2,499.00 | Annuity Roth 457b | 0.00 | | |

2. Current Pay Information.

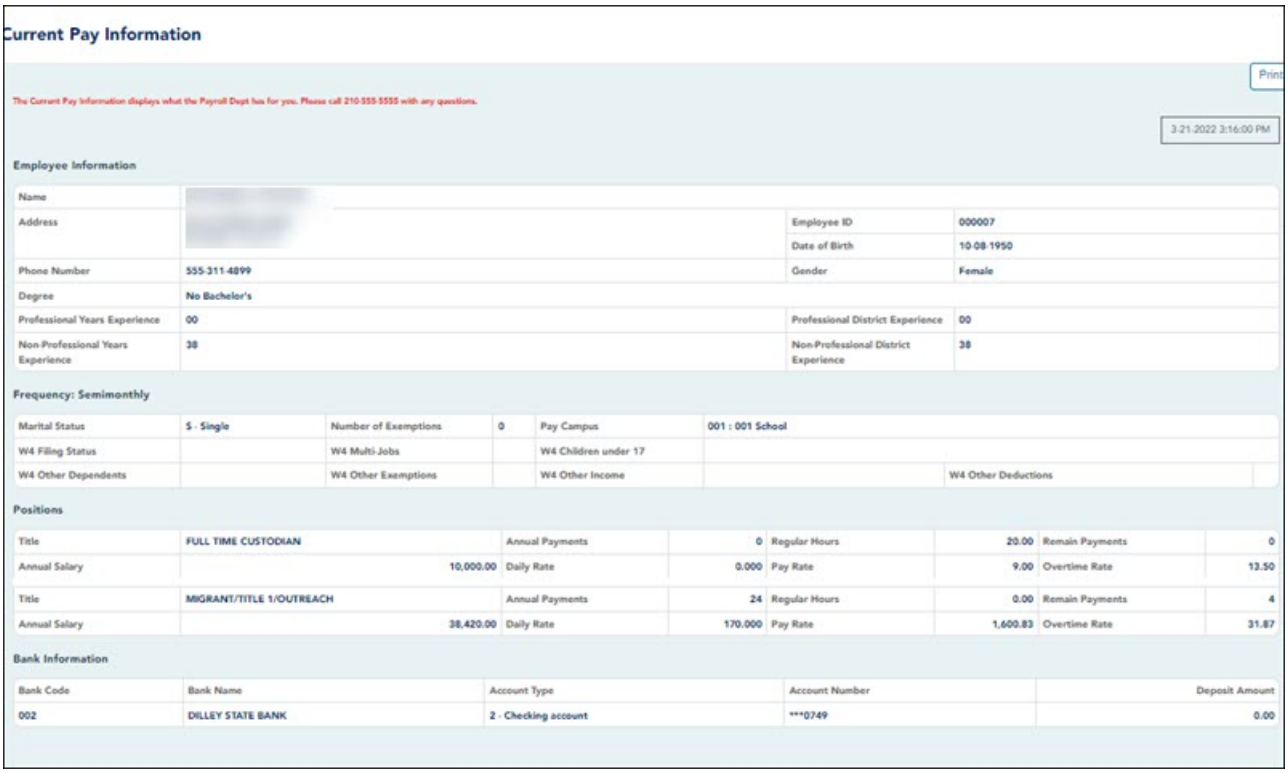
   EmployeePortal > Inquiry > Current Pay Information

   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.

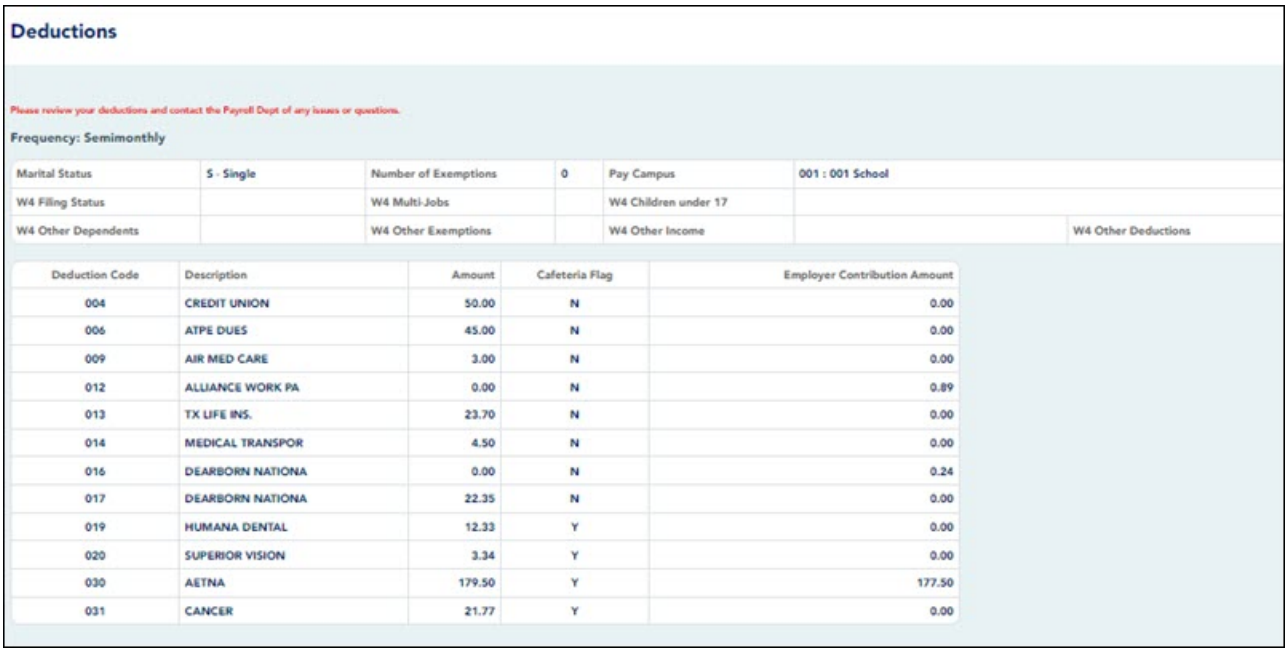
EmployeePortal > Inquiry > Deductions

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 |

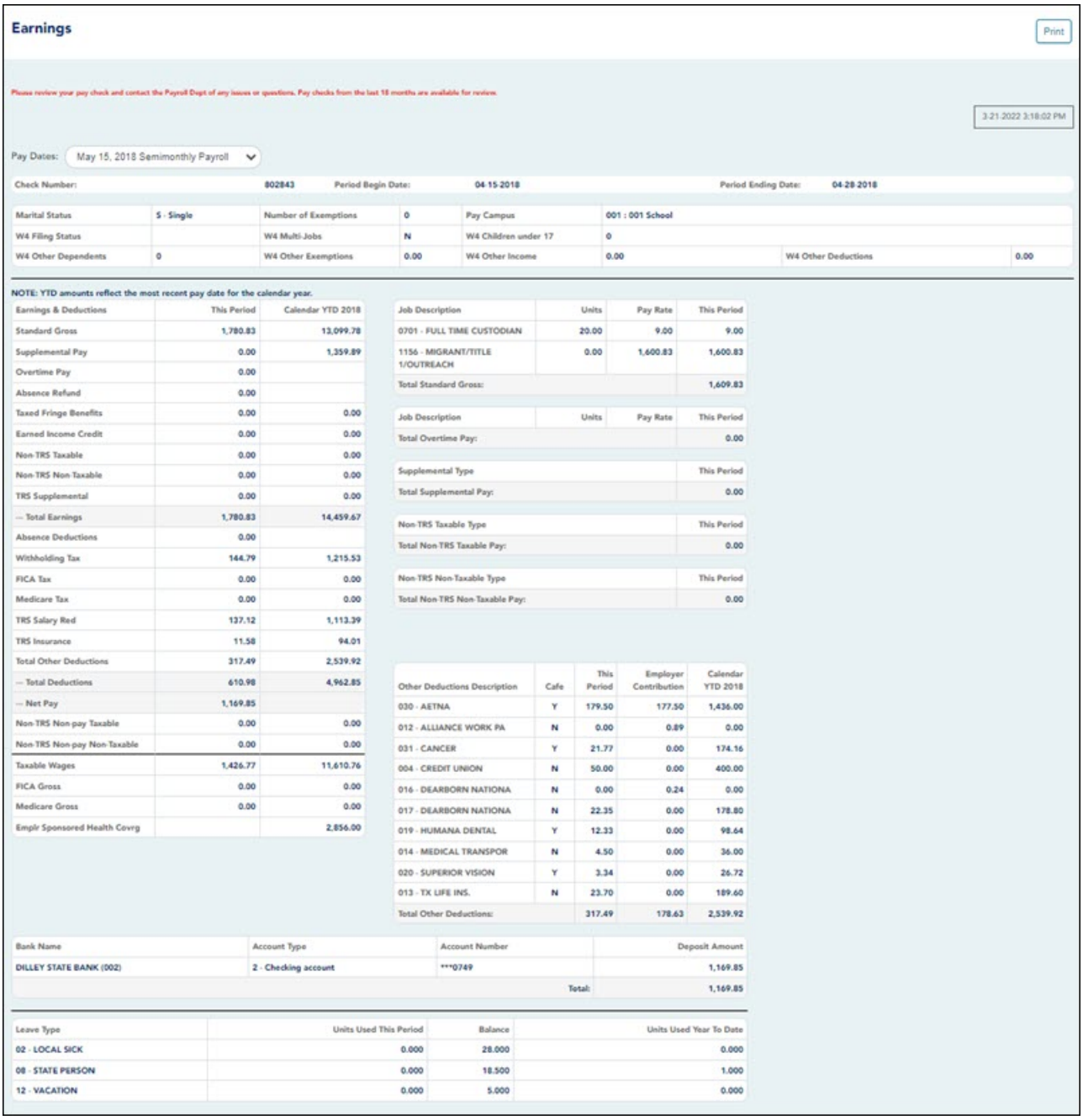
4. Earnings.

   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.

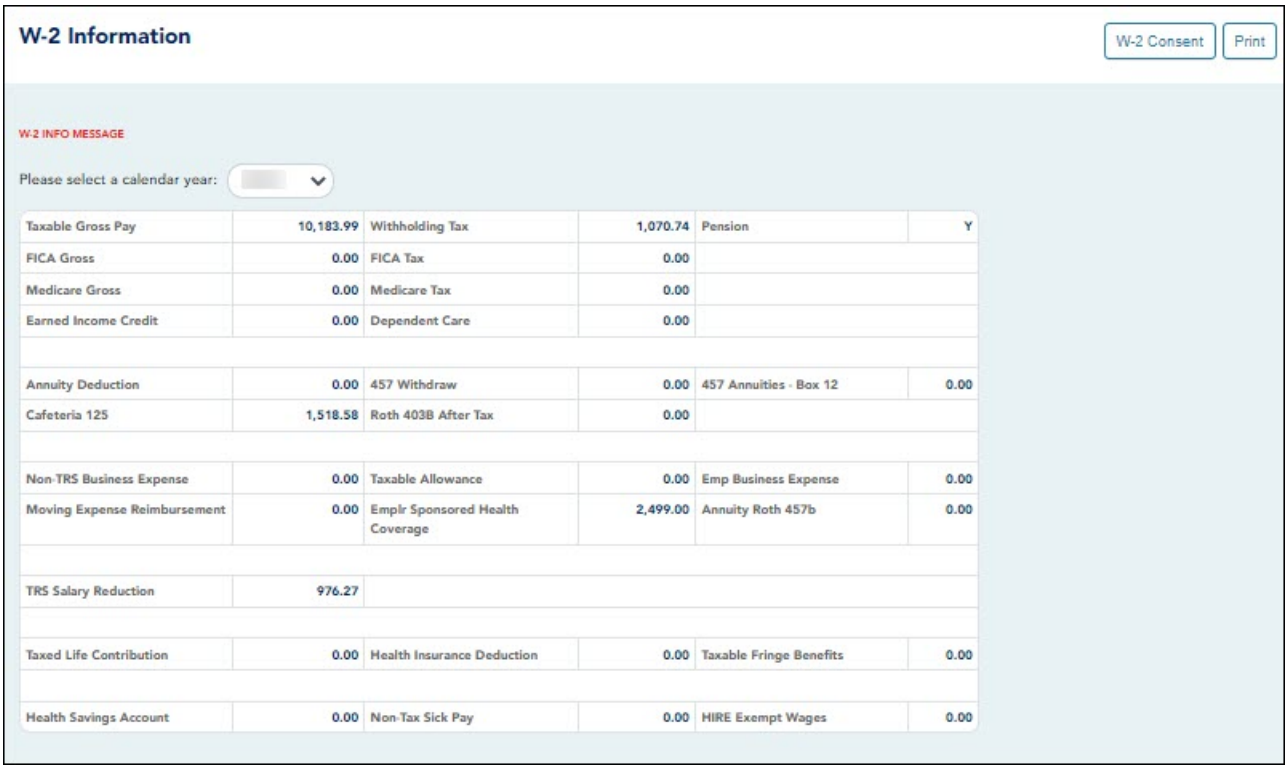
   EmployeePortal > Inquiry > W-2 Information

   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 | Empir 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.

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

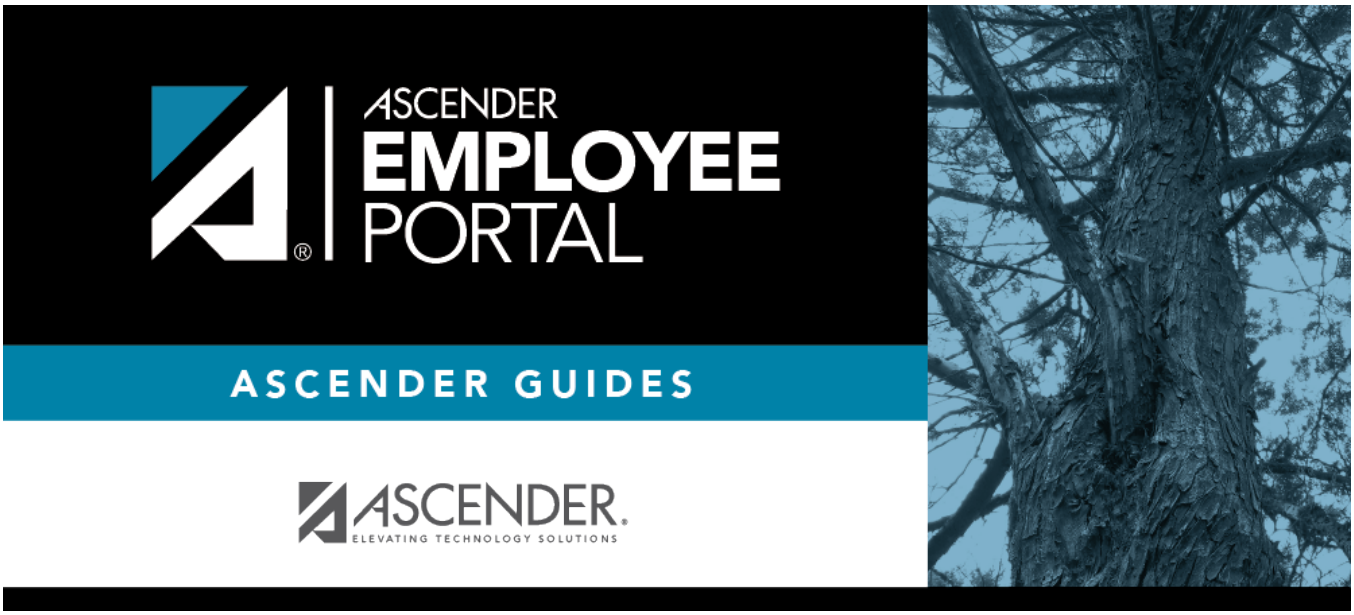
The **1095 Consent** button is only displayed if the option is enabled by the LEA.

- 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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# Back Cover