



## EmployeePortal Guides



# Table of Contents

**EmployeePortal Guides ..... 1**



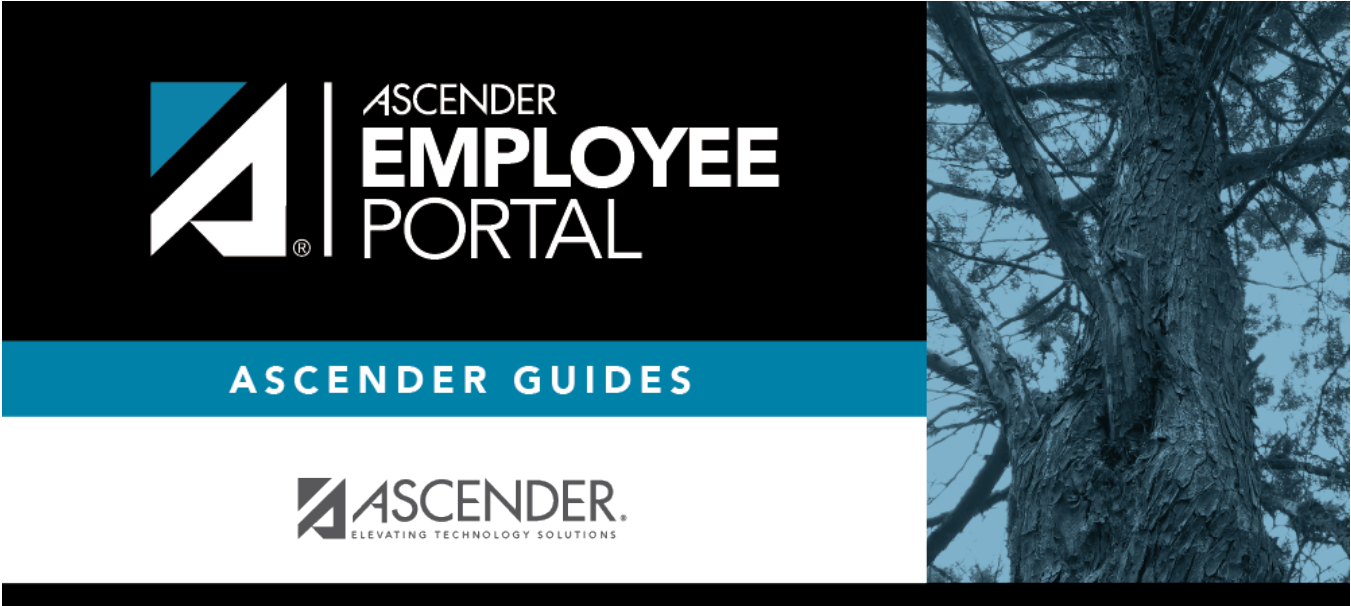
# EmployeePortal Guides

**Admin Note:** The Admin Guide: ASCENDER EmployeePortal Setup is available on the ASCENDER Resources page (accessible by ESC consultants) or the Business online Help.

[☐ Employee Guide: Create Account, Login & Manage Passwords](#)

[Employee Guide: Login, Data Inquiries, Self Service & Leave Requests](#)

[Supervisor Guide: Manage Leave Data and Requests & Set Temporary Approvers](#)



# Back Cover