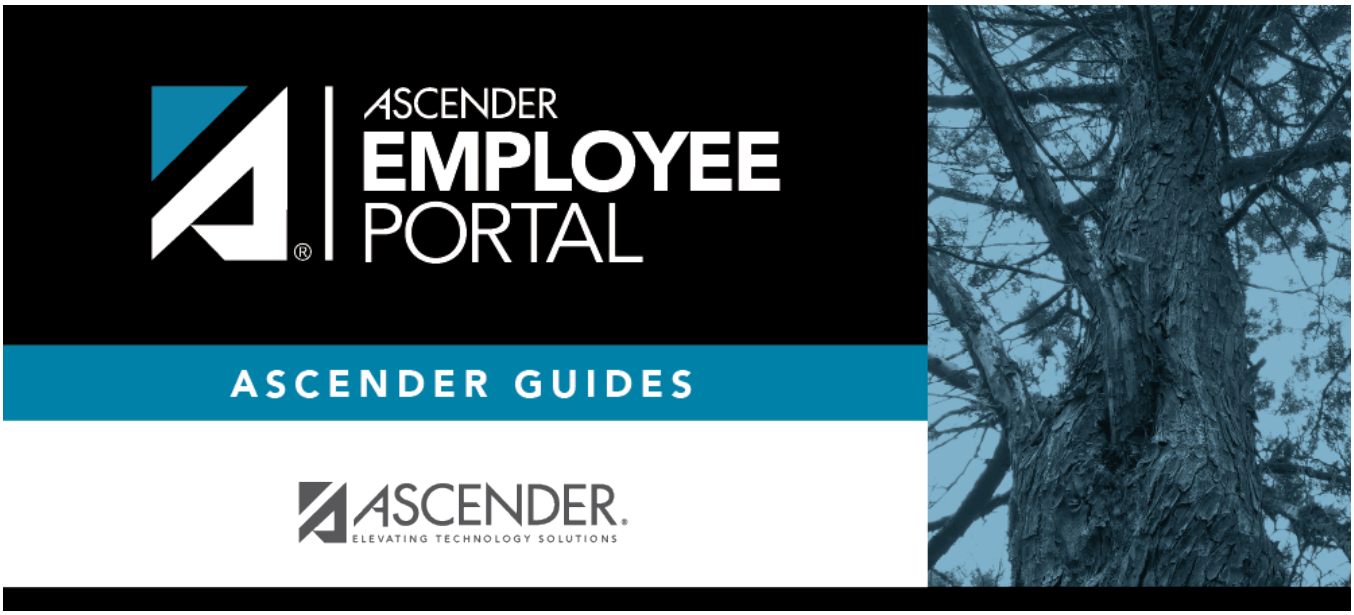


EmployeePortal Guides

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

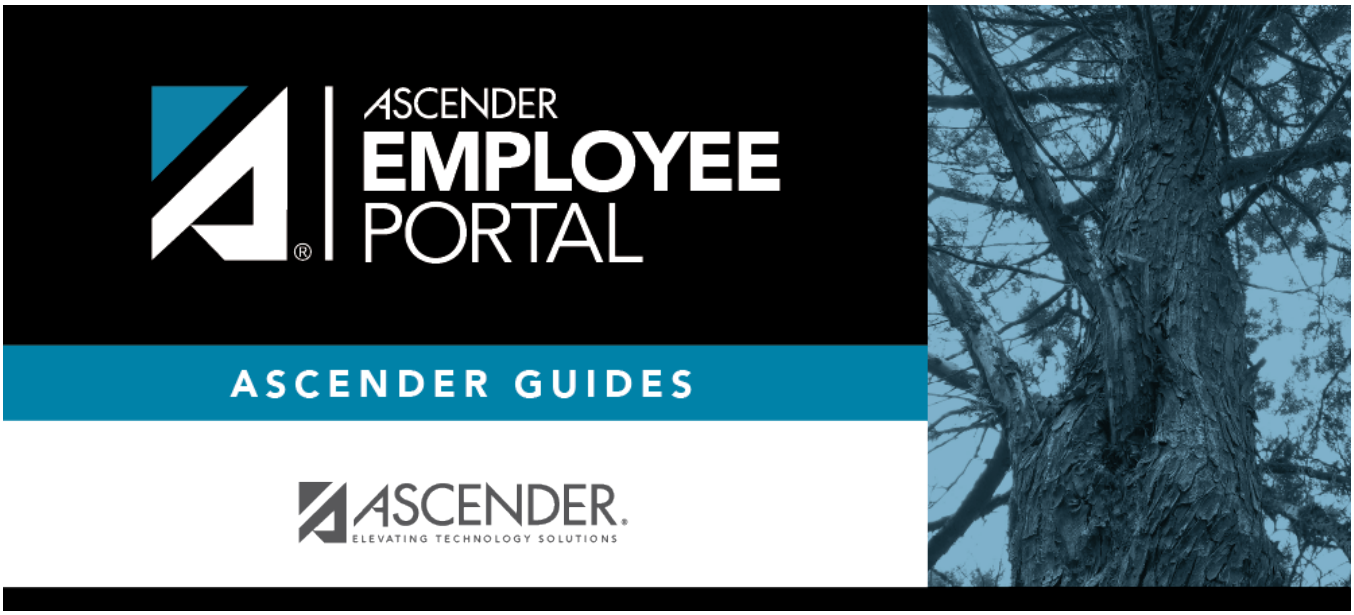
❑ Employee Guide: View Earnings & Tax Information

❑ Employee Guide: Update Demographic & Payroll Information (Self-Service)

❑ Employee Guide: Manage Leave

Employee Guide: Login, Data Inquiries, Self Service & Leave Requests

Supervisor Guide: Manage Leave Data and Requests & Set Temporary Approvers


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover