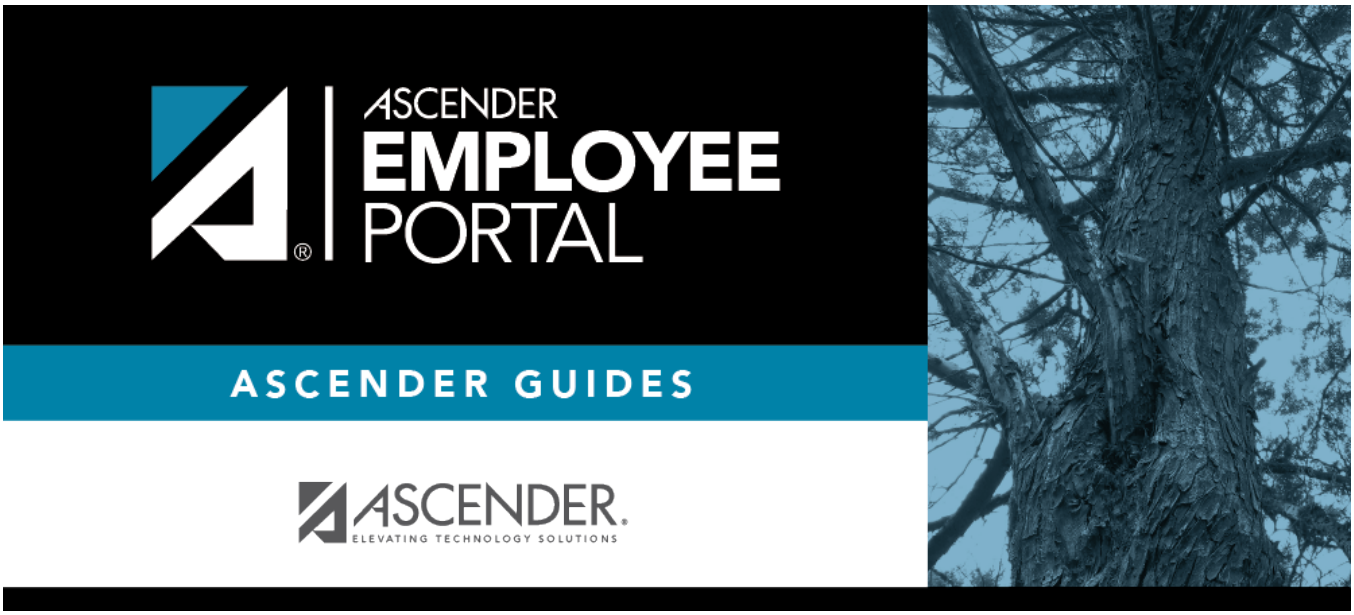


EmployeePortal Guides

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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

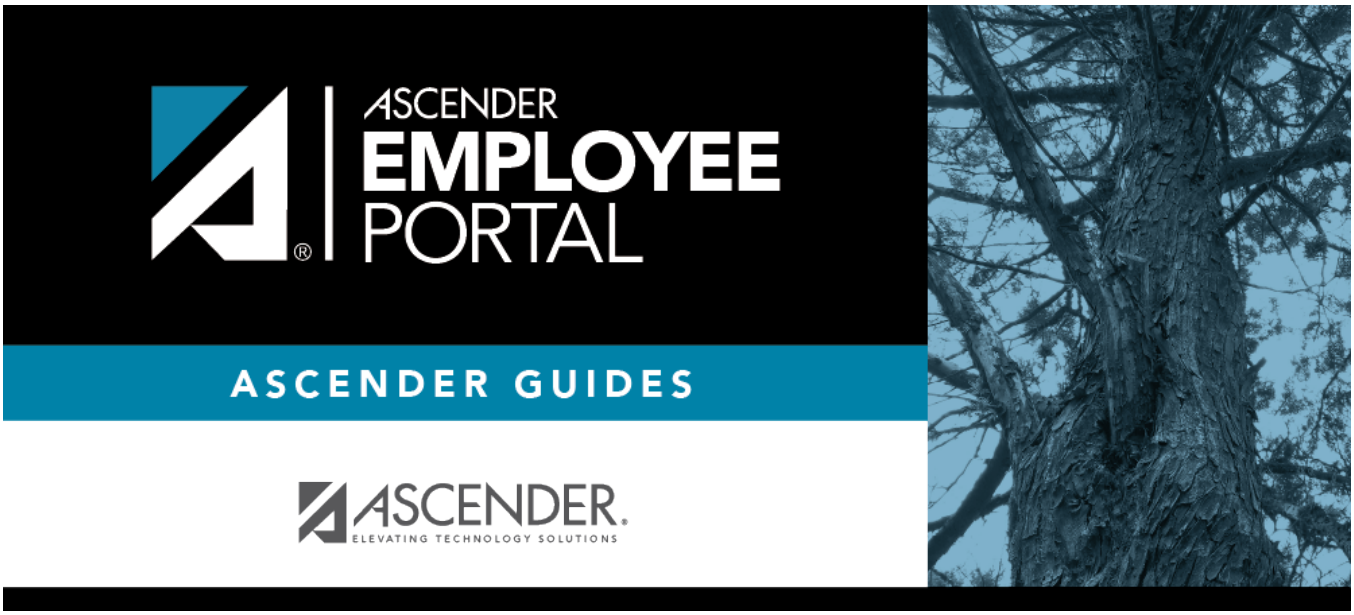
❑ Employee Guide: Update Demographic & Payroll Information (Self-Service)

❑ Employee Guide: Manage Leave

❑ Manage Travel

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

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


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