



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



## Back Cover