

ASCENDER GUIDES



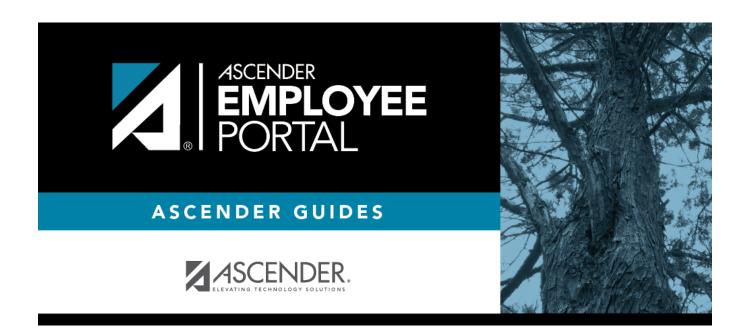


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| This page is used to enter and request updates to your demographic and payroll information. Your information as it currently exists in your record is displayed. |
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| Click your name in the upper-left corner or click at any time to access the Self-Service Profile page. |
| \Box The fields that you are allowed to view and update are determined by a district setting. Your submitted changes may go through an approval process. |
| ☐ Your current information is displayed in the Current and New column. |
| The Current column is display only. The New column is only enabled if the district allows updates to the data. If the New column fields are enabled, you can enter your changes and click Update. The data is saved and submitted for approval. Pending requests are highlighted yellow after the changes are submitted. If approval is not required, the updates are made immediately. If the requests are pending approval, you can continue to change your request until it has been approved and the database has been updated. Click Undo to revert the data back to its original state. A message is displayed confirming that you want to cancel your changes. Click OK to cancel your requested changes. Or, click Cancel to close the message without changing your request. If the fields are not automatically updated, an email message is sent to the applicable approver prompting them to approve the updates. An automatic reply email containing the changes and informing you that the changes are pending approval. |
| ☐ To delete information, delete the data in the New column and click Update . |
| ☐ Direct deposit bank accounts to be deleted are highlighted red. |
| \square If a change is made more than once for the same field, the last change overrides the previous one. |
| \square Some fields may require that you to submit documentation to your employer. If documentation is required, the fields are identified in the automatic reply email message. |
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