



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS





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## SELF SERVICE PAYROLL MESSAGE

Payroll Frequency: Semimonthly ▼

## W4 Marital Status Information

	Current	New
W4 Marital Status	S - Single	M - Married ▼
Nbr of Exemptions	0	
W4 Filing Status		▼
W4 Multi-Jobs		<input type="radio"/> Yes <input type="radio"/> No
W4 Children under 17		0
W4 Other Dependents		0
W4 Other Exemptions		0
W4 Other Income		0
W4 Other Deductions		0

Update

Undo

## Direct Deposit Bank Accounts

	Primary	Current	New
Bank Name	<input checked="" type="radio"/>	DILLEY STATE BANK	DILLEY STATE BANK 804371980 -
Bank Acct Nbr		1400749	1400749
Bank Acct type		2 - Checking account	2 - Checking account ▼
Bank Acct Amt		0.00	

Update

Undo

Delete

Add

**Payroll Frequency** Click ▼ to select the pay frequency for which you wish to view or change payroll information.


☐ Under **W4 Marital Status Information**:

- To delete information, delete the data in the **New** column and click **Update**.
- Click **Undo** to return the data to its original state. A message is displayed confirming that you want to cancel your changes.



**IMPORTANT:** As of 2020, the Form W-4 was updated. Refer to the [IRS W-4 Instructions](#) for complete details about completing the W-4 fields. Also, be sure to review [Publication 15-T Federal Income Tax Withholding](#), which contains the withholding tax calculations and the [FAQs on the draft 2020 Form W-4](#) page, which contains helpful information.

**Note:** Due to IRS Withholding calculation changes, the **W4 Marital Status** and **Nbr of Exemptions** fields are no longer used after December 31, 2019.

<b>Filing Status</b>	Click  to select a filing status.  <i>H Head of household</i> <i>M Married filing jointly</i> <i>S Single or Married filing separately</i>
<b>Multi-Jobs</b>	Select to indicate that there are multiple jobs in the household. Per IRS, complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
<b>Children under 17</b>	Type the number of children in the household under the age of 17 as of December 31. Per IRS, including these credits will increase your paycheck (i.e., lower the amount withheld from your paycheck by \$2,000 per child) and reduce the amount of any refund you may receive when you file your tax return (i.e., lowers your tax return credit).
<b>Other Dependents</b>	Type the number of other dependents in the household.
<b>Other Exemptions</b>	Type the amount of any other exemptions that may affect your federal income tax withholding.
<b>Other Income</b>	Type the amount of any other income that may affect your federal income tax withholding.
<b>Other Deductions</b>	Type the amount of any other deductions that may affect your federal income tax withholding. Per IRS, this is useful if you expect to claim deductions other than the standard deduction and want to reduce your withholding.

**Note:** For **W-4 Extra withholding**, contact your Human Resources/Payroll department to set up any additional tax you want withheld each pay period.

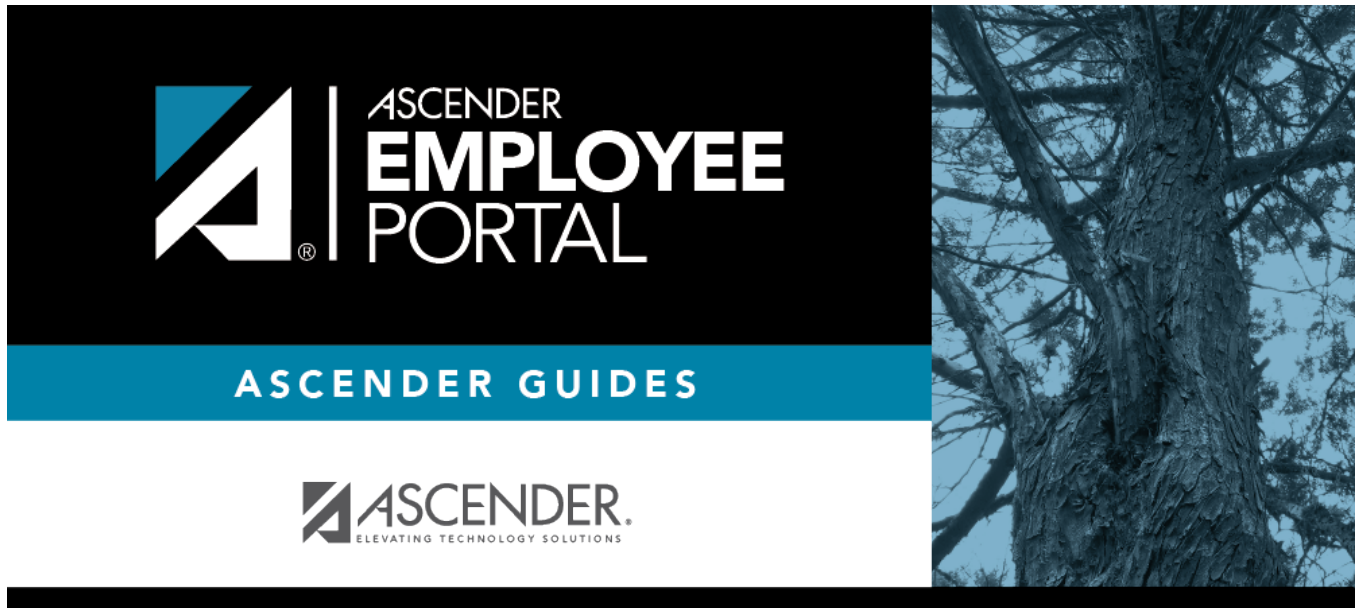
The **IRS Lock-in Letter** field is only displayed if the IRS has determined that you do not have sufficient withholding and a Lock-in Letter has been issued and updated on your pay info record in ASCENDER. For more information about the IRS Lock-in Letter, visit the IRS website. If you have questions, contact your Human Resources/Payroll department.

☐ Under **Direct Deposit Bank Accounts**:

- Click **Add** to add a new financial institution to have your paycheck directly deposited.
- Click **Delete** to delete a financial institution from your record.
- To delete information, delete the data in the **New** column and click **Update**.
- Click **Undo** to return the data to its original state. A message is displayed confirming that you want to cancel your changes.

**Note:** The number of direct deposit accounts is determined by the LEA. If the LEA only allows one direct deposit bank and one already exists, you will not be allowed to enter and save a second one unless you delete the first one. If the LEA allows zero direct deposit banks and you have one or more, the banks will remain until you make a change. Once you attempt to make a change to the bank, the system will not allow you to save the change.

<b>Primary</b>	Select to indicate whether the bank account is the primary account for your paycheck to be directly deposited. Only one account can be selected as the primary account.
<b>Bank</b>	Click ▼ to select a bank. A window opens with a list of all available bank names and their respective routing numbers. Click the routing number to select a bank, the bank name and routing number are displayed.
<b>Bank Acct Nbr</b>	Type the bank account number associated with the bank code. The field can be a maximum of 17 characters. This account number is used for the direct deposit of your paycheck.  This account number must be associated with the bank name entered in the <b>Bank</b> field.
<b>Bank Acct Type</b>	Click ▼ to select the code to indicate the account type (e.g., checking or savings)
<b>Bank Acct Amt</b>	Type the amount to be deposited into the account at the bank indicated. The primary account displays a blank account amount.  All secondary accounts must contain an amount. Those amounts are distributed, and the remainder of the paycheck will be sent to the primary account.  The bank account amount cannot exceed 9,999,999.99.



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