



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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

W4 Marital Status	Click ▼ to select your marital status to be used in payroll calculations.
Nbr of Exemptions	Type the number of exemptions you are claiming.

Under **Direct Deposit Bank Accounts**:

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.

Primary	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.
Bank	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.
Bank Acct Nbr	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 Bank field.
Bank Acct Type	Click ▼ to select the code to indicate the account type (e.g., checking or savings)
Bank Acct Amt	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.

☐ Click **Add** to add a new financial institution to have your paycheck directly deposited.

☐ Click **Delete** to delete a financial institution from your record.



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