



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS





# Table of Contents



|                          |                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------------------|
| <b>Payroll Frequency</b> | 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:** Refer to the [IRS W-4 Instructions](#) for complete details about completing the following 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** will no longer be used after December 31, 2019.

|                          |                                                                                                                                                         |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filing Status</b>     | Click ▼ to select a filing status.<br><br><i>H Head of household</i><br><i>M Married filing jointly</i><br><i>S Single or Married filing separately</i> |
| <b>Multi-Jobs</b>        | Select to indicate that there are multiple jobs in the household.                                                                                       |
| <b>Children under 17</b> | Type the number of children in the household under the age of 17 as of December 31. Refer to IRS Pub. 972, Child Tax Credit for complete details.       |
| <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.                                                            |

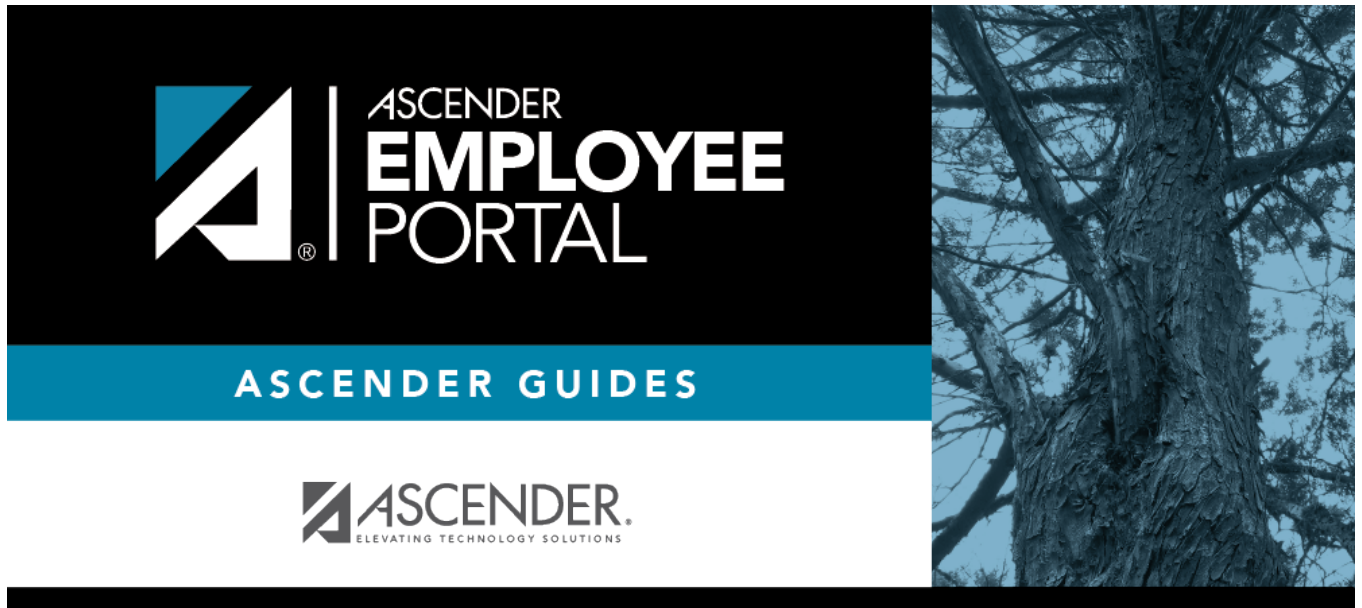
Under **Direct Deposit Bank Accounts**:

- ☐ 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.<br>This account number is used for the direct deposit of your paycheck.<br><br>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.<br>The primary account displays a blank account amount.<br><br>All secondary accounts must contain an amount. Those amounts are distributed, and the remainder of the paycheck will be sent to the primary account.<br><br>The bank account amount cannot exceed 9,999,999.99. |



## Back Cover