



The image is a composite graphic. On the left, there is a black rectangular area containing the Ascender logo (a stylized 'A' with a blue triangle) and the text 'ASCENDER EMPLOYEE PORTAL' in white. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. Underneath that is a white area with the Ascender logo and the text 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical photograph of a tree trunk with rough bark, set against a blue sky with some foliage.



# Table of Contents



Welcome to ASCENDER EmployeePortal. This site provides you with web access to various employee data inquiries and maintenance features.

The EmployeePortal allows you to view your current and historical pay information including calendar year-to-date information, deductions, earnings, leave balances, W-2 information, and 1095 information. You can view up to 18 months of check stub information; year-to-date leave earned, leave used, and leave balances (including any unprocessed transactions entered for future payrolls). In addition, you can create, edit, delete, and submit leave requests. The EmployeePortal also provides self-service maintenance pages allowing you to view and submit changes to your demographic and payroll information such as changes to your address, withholding and exemption status, and direct deposit settings. Some changes may require additional approval or documentation.

Your local education agency (LEA) determines the level of access you have in the portal. This allows them to restrict certain pages or fields on a page. If you have questions about your level of access, contact your EmployeePortal administrator.

Access to each page is subject to the local education agency's (LEA) settings. If any of the pages are disabled, check with your district administrator, as the LEA may have opted to not allow access.



## Back Cover