



ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS




Table of Contents

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

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 leave transactions entered for future payrolls). In addition, you can create, edit, delete, and submit leave requests. In addition, EmployeePortal offers self-service maintenance pages allowing you to view and submit changes to your demographic and payroll information such as updates 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 EmployeePortal. 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.



Back Cover