



ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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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. EmployeePortal also offers self-service maintenance pages that allow 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, which is predetermined by your LEA.

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



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