



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS



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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.
Primary	
Bank	Click ▼ to select a bank. A window is displayed 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	

- 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.
7. In the Bank Acct Type field, click to select the code indicating if the account is a checking or a savings account.
8. In the Bank Acct Amt field, type the amount to be deposited into the account at the bank indicated.
- The primary account shows a blank account amount.
 - All secondary accounts must contain an amount. Those amounts will be distributed, and the remainder of the paycheck will be sent to the primary account.
 - The bank account amount cannot exceed 9,999,999.99.



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