



ASCENDER

Release Date: 7/27/2021 **ASCENDER Update:** 5.0.0220

Payroll > Tables > District EP Options

☐ Added the **Travel Reimbursement Request** check box under **Enable** and **Messages**. This option allows users to access the Travel Reimbursement Request feature in EmployeePortal.



EmployeePortal

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[NEW: Travel Reimbursement Requests](#)

Travel Reimbursement Requests

The new Travel Reimbursement Requests feature allows employees to request reimbursement of mileage, lodging, meals, and incidentals stemming from official business travel. This feature offers a summary/detailed view of travel reimbursement requests and allows for a customized approval path to ensure timely approvals and reimbursement payments.

EmployeePortal > Homepage Calendar

☐ Added the Add Request Type pop-window to allow users to select the type of request to be entered such as Leave or Travel. Users can only add requests for features that are enabled by their LEA.

EmployeePortal > Travel Reimbursement Requests > Travel Requests

☐ Added this page to allow employees to create and submit travel requests.

EmployeePortal > Travel Reimbursement Requests > Approve Travel Requests

- ☐ Added this page to allow approvers to review and approve/return travel requests.
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EmployeePortal > Language

- ☐ Corrected the issue that prevented the language from converting back and forth between English and Spanish. Previously, if the user selected Spanish and tried to change the language back to English, the labels remained in Spanish.
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EmployeePortal > Help

- ☐ Corrected the program to properly connect to the EmployeePortal online Help. Previously, an “Oops” message was displayed.
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EmployeePortal > Self-Service

- ☐ Corrected the issue that prevented approvers assigned on the Payroll > Tables > EP Self-Service Assignments Payroll and Personnel > Tables > EP Self-Service Assignments Demographic pages from receiving pending approval email notifications.
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EmployeePortal > Inquiry > Earnings

- ☐ Corrected the issue that prevented the **Pay Date**, **Period Begin**, and **Period End** fields from being displayed on the Earnings page and the Employee Wage and Earnings Statement.
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EmployeePortal > Supervisor

- ☐ Corrected the issue that prevented supervisors from receiving pending approval email notifications after a leave request is edited and resubmitted for approval.
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Back Cover