



# **Admin Guide: ASCENDER EmployeePortal Self-Service**



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# Administrative Guide: ASCENDER EmployeePortal Self-Service

The Self-Service pages allow you to manage the self-service tools in EmployeePortal. You can perform the following tasks:

- Manage the demographic and payroll fields that employees can view or update.
- Designate the approvers for demographic and payroll changes that were submitted by the employee in EmployeePortal.
- View and approve pending maintenance requests.
- Delete a an employee's user account if they get locked out of EmployeePortal.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

## Set up Self Service Options

Use the EP Self-Service Assignments pages to manage the demographic and payroll fields that the user can view and update in EmployeePortal.

- [Personnel > Tables > EP Self-Service Assignments Demographic](#)
- [Payroll > Tables > EP Self-Service Assignments Payroll](#)

Use the following pages to view and approve pending maintenance requests that were submitted by users in EmployeePortal.

### Payroll:

- [Payroll > Self-Service > Pending](#)
- [Payroll > Self-Service > Payroll Approval](#)
- [Payroll > Self-Service > Pending by Alternate](#)
- [Payroll > Self-Service > Payroll Approval by Alternate](#)

### Personnel:

- [Personnel > Self-Service > Pending](#)
- [Personnel > Self-Service > Pending by Alternate](#)
- [Personnel > Self-Service > Demographic Approval](#)
- [Personnel > Self-Service > Demographic Approval by Alternate](#)

If a user is locked out of their account, delete their EmployeePortal account and advise them to create a new account using the **New User** button on the EmployeePortal login page.

- [Personnel > Self-Service > Delete EP Users](#)

The following Self Service Reports are available:

- [Payroll > Reports > Self-Service Reports > HRS8000 - Self-Service Requests](#)

- [Payroll > Reports > Self-Service Reports > HRS8005 - Leave Request Report](#)
- [Payroll > Reports > Self-Service Reports > HRS8015 - Leave Request Comparison Report](#)
- [Personnel > Reports > Self-Service Reports > Self-Service Requests](#)



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