



# **Admin Guide: ASCENDER EmployeePortal Leave Requests Setup**



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# Admin Guide: Leave Requests Setup

This guide provides the necessary steps to set up Security Administration and Payroll in order to take complete advantage of the benefits associated with using the leave request feature in EmployeePortal.

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

## Prerequisites

Ensure that all employees are set up with a user name and password, and can log on to EmployeePortal. If not, review the [Employee Guide: Create Account & Login](#) guide for additional information about user setup.

## Set up Supervisor Profiles

Before an employee can be set up as a supervisor, approver, or temporary approver, the employee must have a security user profile.

### 1. [Create a demographic record](#).

[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Demographic Information](#)

Create an employee record. The record cannot be a non-employee record created in District Administration.

Add an email address to the employee record to allow the supervisor or temporary approver to receive automatic reply and workflow emails.

2. Create a security profile.

[Security Administration > Manage Users](#)

Update the user's profile with the employee number that was generated on the employee's Personnel demographic record.

If the employee has an existing user profile, ensure that the profile is active (i.e., not marked as deleted in Security Administration).

3. Designate the employee/direct supervisor relationship.

This setting serves two purposes, it determines the leave request approval path for the employee and allows the supervisor to access the Supervisor menu in EmployeePortal.

[Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor](#)

Tables > EmployeePortal Supervisors Payroll

Year: C Frequency: 6

**EMPLOYEE/SUPERVISOR**

Start Employee Name:

Supervisor Name:

Delete	Employee Number	Last Name	Gen	First Name	Middle Name	Supervisor Number	Last Name	Gen	First Name	Middle Name	User ID
	000624	██████	█	SA	██████	000618	PRESLEY	█	ELVIS	██████	TESTUSER

First  1 / 1  Last  Add

**Notes:**

- This page does not need to be populated if **Use PMIS for Supervisor Levels** is selected on the Payroll > Tables > District EP Options > EmployeePortal Options tab.
- An employee must have a designated supervisor prior to submitting leave requests in EmployeePortal.

A supervisor must have at least one assigned employee on the Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor tab in order to access the Supervisor menu in EmployeePortal.



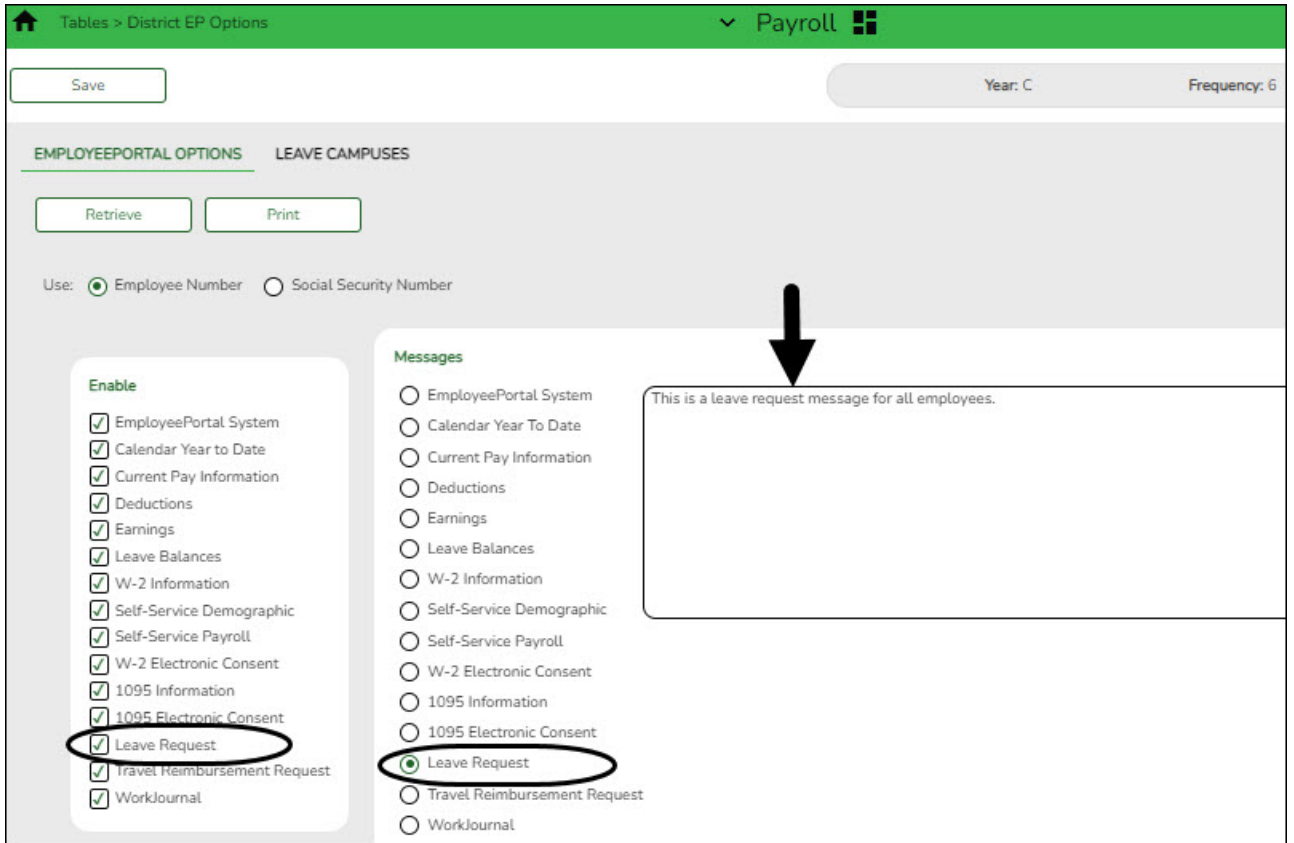
Refer to the [Supervisor Guide: Manage Leave Data and Requests & Set Temporary Approvers](#) for more information about setting up temporary approvers and performing supervisor-level tasks.

## Set up the Leave Request Feature

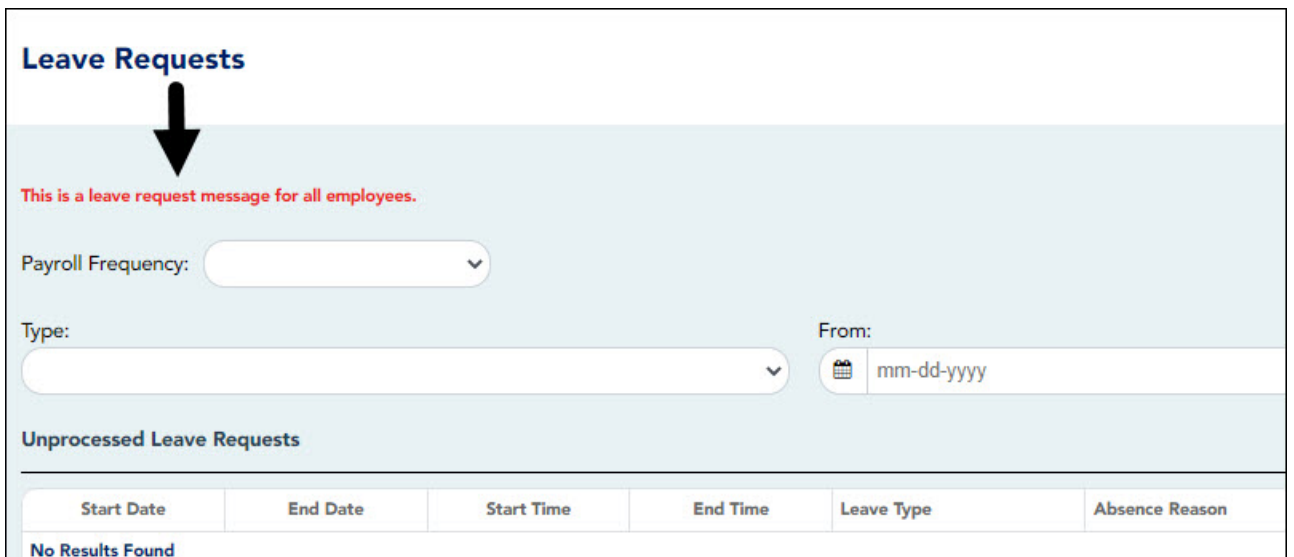
If you have not already, perform the following tasks to ensure that the leave request feature in EmployeePortal is properly set up and functions as intended for employee and supervisor users.

1. [Set up district EP options.](#)


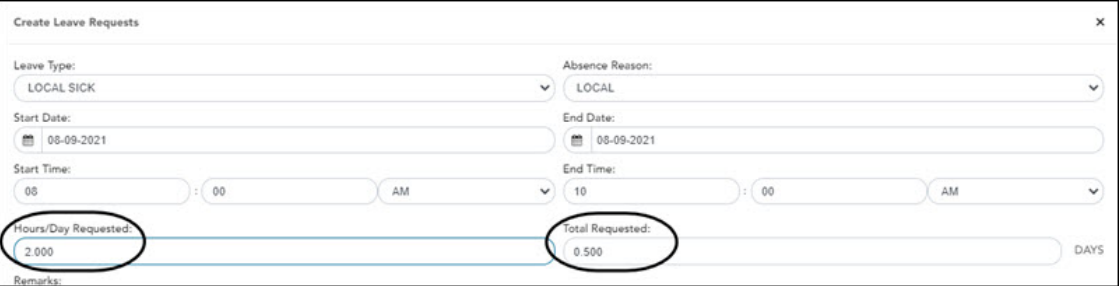
[Payroll > Tables > District EP Options > EmployeePortal Options](#)



- Under **Enable**, select **Leave Request** to enable the leave request feature in EmployeePortal.
- Under **Messages**, select **Leave Request** to enable employees to view a preset message on the Leave Requests page in EmployeePortal.
  - Type the applicable message in the text box.
  - The message is displayed in red at the top of the Leave Requests page in EmployeePortal.



<b>Use PMIS for Supervisor Levels</b>	(Optional if using PMIS) Select to reference the Position Management Information System (PMIS) to determine an employee's supervisor. This option obtains the supervisor's employee number from the employee's primary position to determine the appropriate approval path for the employee's leave request. If this field is selected, you do not need to complete the Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor page.
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<p><b>Force Entry of Leave Hours Requested</b></p>	<p>Select to require the employee to enter the number of requested leave hours when submitting a leave request.</p> <p>If selected, the number of leave hours requested is not automatically calculated.</p> 
	<p>If not selected, the number of leave hours requested is automatically calculated based on the start and end time of the leave request.</p> 
<p><b>Meal Break for Leave Calculation</b></p>	<p>Type the number of hours to be included in the hours per day calculation if a leave request exceeds five hours. An amount must be entered if a meal break is to be subtracted in the hours per day calculation. Valid values are 0.00-9.99.</p>

Click **Save**.

Review the [Leave Requests](#) Help page for further information about how the **Total Requested** column is calculated.

2. [Set the standard work day.](#)

[Payroll > Tables > District HR Options](#)

In the **Standard Hours per Workday** field, type the standard number of hours that the LEA requires hourly employees to work.

Tables > District HR Options

Save

**HR OPTIONS**

Retrieve Print

TRS District ID:  
 Federal ID Number (EIN):  
 Payroll Clearing Fund/Year:  
 TWC District ID:  
 Use Direct Deposit (Y,N, or E):  
 TRS Cost Education Index:  
 Distributions Built By Amt or %:  
 Apply Leave Used or Earned First:  
 Leave Code for State Sick:  
 Leave Code for State Personal:  
 Update Actual Hours From Payroll Processing

Calculate Accrual Salaries:  
 Check Amount - Alpha:  
 Summarize Benefits Interface:  
 Supplemental Tax Rate:  
**Standard Hours per Workday: 8.0**  
 Max Gross Amt for District:  
 Auto Assign Employee Number:  
[Next Available Employee Number](#)  
 School Year for PEIMS Codes:  
 Use Emp Nbr or SSN in EFT File:  
 Set Demo Alpha Fields to Uppercase:

3. Define the units of hours or days to be used when calculating leave requests.

Payroll > Tables > Leave > Units

If the **Days/Hrs** field is set to *Days* on the Tables > Leave > Leave Type tab for the selected leave type, add units for hours.

Tables > Leave Payroll

Save Year: C Frequency: 6

ABSENCE REASON LEAVE TYPE DESCRIPTION LEAVE TYPE LEAVE RATES LEAVE SEQUENCE **UNITS**

Leave Type: [ ] Retrieve Print Copy

Start Up to Hour: 0.00

Delete	Up to Hour	Percent of Day
<input type="checkbox"/>	1.00	13 %
<input type="checkbox"/>	2.00	26 %
<input type="checkbox"/>	3.00	40 %
<input type="checkbox"/>	4.00	53 %
<input type="checkbox"/>	5.00	66 %
<input type="checkbox"/>	6.00	80 %
<input type="checkbox"/>	8.00	100 %
<input type="checkbox"/>	0.00	0 %

First 1 / 1 Last Add

If the **Days/Hrs** field is set to *Hours* for the selected leave type, add units for minutes.

Tables > Leave Payroll

Save Year: C Frequency: 6

ABSENCE REASON LEAVE TYPE DESCRIPTION LEAVE TYPE LEAVE RATES LEAVE SEQUENCE UNITS

Leave Type:  Retrieve Print Copy

Start Up to Minute:

Delete	Up to Minute	Percent of Hour
<input type="checkbox"/>	<input type="text" value="5"/>	<input type="text" value="8"/> %
<input type="checkbox"/>	<input type="text" value="10"/>	<input type="text" value="16"/> %
<input type="checkbox"/>	<input type="text" value="15"/>	<input type="text" value="25"/> %
<input type="checkbox"/>	<input type="text" value="20"/>	<input type="text" value="33"/> %
<input type="checkbox"/>	<input type="text" value="25"/>	<input type="text" value="42"/> %
<input type="checkbox"/>	<input type="text" value="30"/>	<input type="text" value="50"/> %
<input type="checkbox"/>	<input type="text" value="35"/>	<input type="text" value="58"/> %
<input type="checkbox"/>	<input type="text" value="40"/>	<input type="text" value="67"/> %
<input type="checkbox"/>	<input type="text" value="50"/>	<input type="text" value="83"/> %
<input type="checkbox"/>	<input type="text" value="55"/>	<input type="text" value="92"/> %
<input type="checkbox"/>	<input type="text" value="60"/>	<input type="text" value="100"/> %
<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %

First < 1 / 1 > Last Add

4. Assign leave types and balances for each applicable pay frequency.

[Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#)

You can assign multiple leave types to employees in the pay frequency to which you are logged on.

**Note:** If the employee has leave balance data in multiple frequencies, the employee can select the pay frequency from the **Pay Frequency** drop down on the Leave Requests page in EmployeePortal.

Maintenance > Staff Job/Pay Data

Payroll

Save

Year: C Frequency: 6

Employee: 000624

Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Leave Type	Begin	Earned	Used	Balance
	02 - LCL PRSL	24.000	7.500	0.000	31.500
	04 - VACATION	60.000	3.000	0.000	63.000

+ Add

## 5. Manage leave pay campuses.

The employee's pay campus must exist on the Payroll > Tables > District EP Options > Leave Campuses tab to allow the employee to access the Leave Requests page in EmployeePortal.

### Payroll > Maintenance > Staff Job/Pay Data > Pay Info

- Obtain the employee pay campus data.
- *Optional:* Obtain the **Pay Dept** if applicable.

Maintenance > Staff Job/Pay Data

Payroll

Save

Year: C Frequency: 6

Employee: 000624

Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Pay Status: 1 Active

Pay Campus: 750 750 School

Pay Dept:

Dock Rate: 0.000

Tax Exempt:

Unemployment Elig:

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

**W-4 Withholding Certificate**

1: Filing Status: S Sing

2: Multi-Jobs:

3: Children under 17: 0

3: Other Dependents: 0

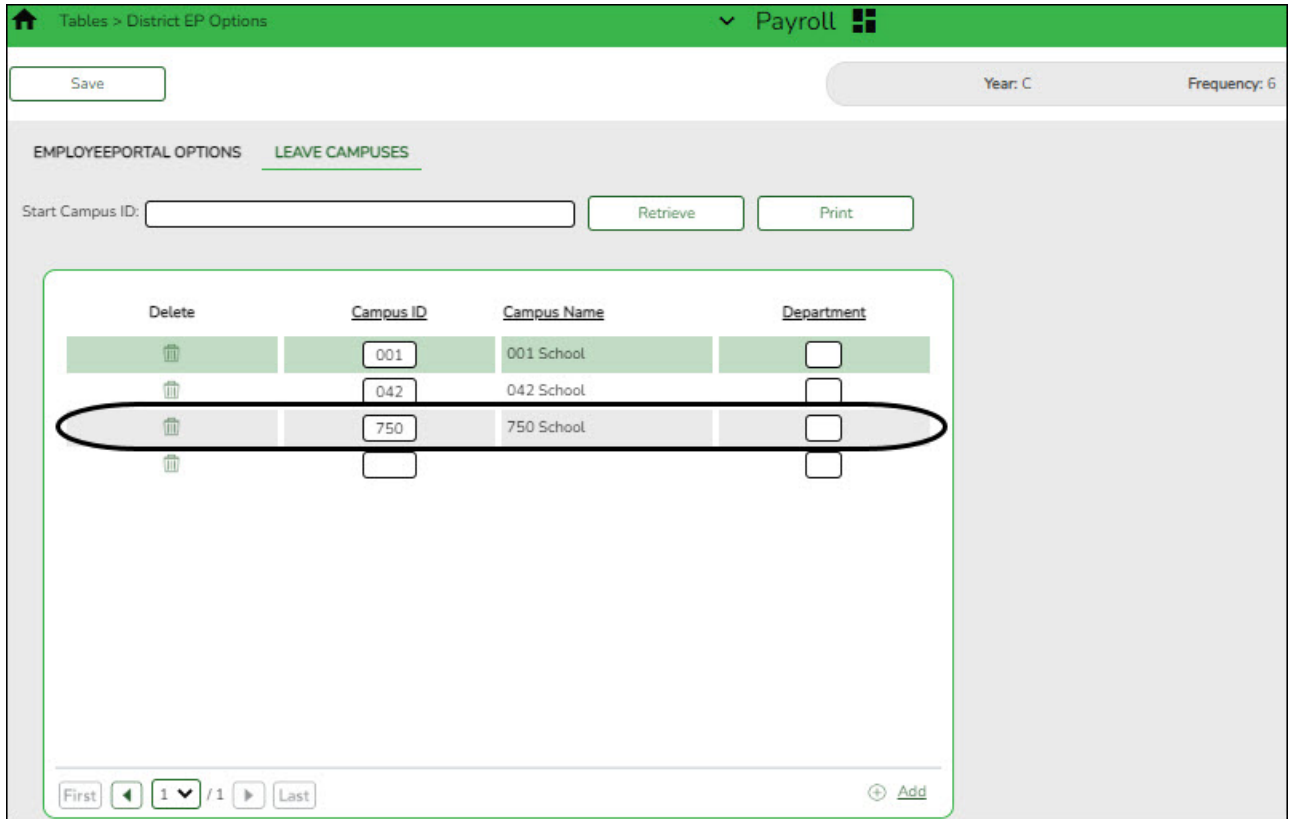
3: Other Exemptions:

4a: Other Income:

4b: Other Deductions:

### Payroll > Tables > District EP Options > Leave Campuses

- Each pay campus and department with assigned employees must be added to this tab in order to use the EmployeePortal leave request feature.
- *Optional:* If a **Pay Dept** is assigned to the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, then it must be assigned on the Leave Campuses tab.



After the above steps are completed, users can submit leave requests in EmployeePortal.

## Verify Travel Accounting Period

1. [Verify travel accounting period.](#)

[Finance > Tables > District Finance Options > Accounting Periods](#)

Verify that the travel accounting period is accurate.

Tables > District Finance Options Finance

Save File ID: C Account Period: 04

FINANCE OPTIONS ACCOUNTING PERIODS CLEARING FUND MAINTENANCE

Retrieve Print

Current (Open) Accounting Period:  Lock Current Accounting Period:

Next Accounting Posting Period:

Purchasing Accounting Period:

Accounts Receivable Period:

**Travel Accounting Period:**

Warehouse ID	Description	Accounting Period
1	Supplies	<input type="text" value="04"/>

<b>Travel Accounting Period</b>	Type the Travel accounting period. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting period.
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**Note:** This accounting period is incremented after completing the EOM and Fiscal Year Close processes.

## Set up Travel Options

Perform the following tasks to ensure that the travel reimbursement request feature in EmployeePortal is set up properly and functions as intended for employees.

1. [Set up Finance 2 options.](#)

[Finance > Tables > District Finance Options 2](#)

Set up the appropriate parameters to be used for the LEA's travel reimbursement requests.

Tables > District Finance Options 2
Finance

Save

Next Available Travel Request Number:  Retrieve

Location Locking:

Require Start/End Times:

Require Odometer Start/Stop Mileage:

Mileage Reimbursement Rate:

New Mileage Reimbursement Rate:



New Mileage Reimbursement Date:

Breakfast Amount:  Breakfast Eligible Depart Time:

Lunch Amount:  Dinner Eligible Return Time:

Dinner Amount:

Field	Description
<b>Next Available Travel Request Number</b>	Type the next available travel request number. Or, click the <b>Next Available Travel Request Number</b> link to automatically populate the field with the last travel request number plus one. The field can be a maximum of six characters and can be alphanumeric. If only numeric values are used, the field is zero-filled to equal six digits when a partial travel request number is entered and you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled to equal six characters (e.g., you entered ABC2, the travel request number remains ABC2).
<b>Location Locking</b>	Select to lock (disable) the <b>Mileage</b> (Start, Stop, and Map) fields, <b>Point of Origin</b> , and <b>Destination</b> fields on travel requests and require employees to use the <b>Location</b> link to select an origin and destination location from the predefined list of travel locations and distances set up on the <a href="#">Finance &gt; Tables &gt; Travel &gt; Locations</a> and <a href="#">Finance &gt; Tables &gt; Travel &gt; Distances</a> tab.  The Location Locking feature is not available for extended mileage travel requests.
<b>Require Start/End Times</b>	Select to require the travel start and end times on travel requests. This option is only available for mileage travel requests. The start/end times are always required for extended travel as the times are necessary to determine meal rates and eligibility.
<b>Require Odometer Start/Stop Mileage</b>	Select to require the beginning and ending odometer readings on travel requests.
<b>Mileage Reimbursement Rate</b>	Type the mileage reimbursement rate (cents per mile).
<b>New Mileage Reimbursement Rate</b>	Type the new mileage reimbursement rate. This field is used when the mileage reimbursement rate is set to change on a scheduled date.

Field	Description
<b>New Mileage Reimbursement Date</b>	Type the date on which the <b>New Mileage Reimbursement Rate</b> takes effect. Use the MM-DD-YYYY format. This field is used when the mileage reimbursement rate is set to change on a scheduled date. When travel requests are entered in EmployeePortal, if the date the travel occurred is equal to or greater than this date, the new mileage reimbursement rate is used.
<b>Breakfast Amount</b>	Type the allowable limit for breakfast reimbursement.
<b>Breakfast Eligible Depart Time</b>	Type the time the employee must depart before in order to be reimbursed for breakfast on the first travel day. Use the HH MM format and click  to select AM or PM.  To be reimbursed for breakfast on the first travel day, the <b>Departure Time</b> on the travel request must be earlier than the <b>Breakfast Eligible Depart Time</b> .
<b>Lunch Amount</b>	Type the allowable limit for lunch reimbursement.
<b>Dinner Amount</b>	Type the allowable limit for dinner reimbursement.
<b>Dinner Eligible Return Time</b>	Type the time the employee must return after in order to be reimbursed for dinner on the last travel day. Use the HH MM format and click  to select AM or PM.  To be reimbursed for dinner on the last travel day, the <b>Return Time</b> on the travel request must be later than the <b>Dinner Eligible Return Time</b> .

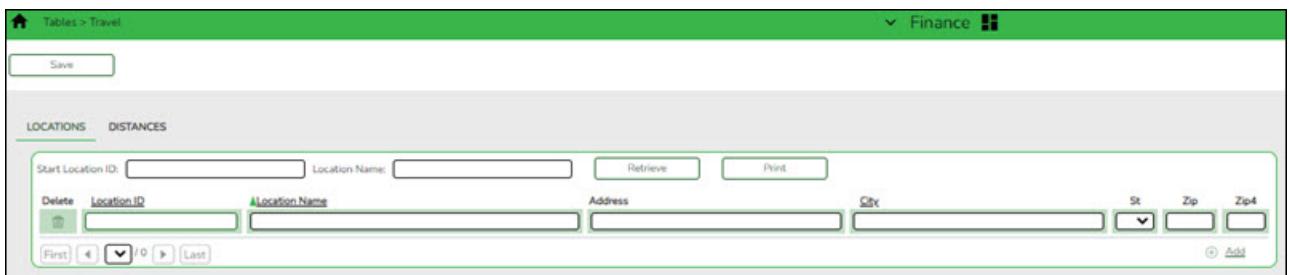
Click **Save**.

2. [Define travel locations.](#)


[Finance > Tables > Travel > Locations](#)

Define a list of travel locations. These locations can be used on the [Finance > Tables > Travel > Distances](#) tab to predefine a list of distances between to/from travel locations. If the Location Locking feature is enabled on the [Finance > Tables > District Finance Options 2](#) page, the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled on EmployeePortal travel requests and employees will need to use the Locations link to select from the predefined list of locations.

This is an optional method for maintaining a list of locations.



Click **+Add** to add a row.

<b>Location ID</b>	Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters. This is a required field.
<b>Location Name</b>	Type a user-defined location name. This field can be a maximum of thirty-five alphanumeric characters. This is a required field.
<b>Address</b>	Type the street number and name for the location. This field can be a maximum of 35 characters.
<b>City</b>	Type the city name for the location. This field can be a maximum of 30 characters.
<b>St</b>	Click  to select the state for the location.
<b>Zip</b>	Type the five-digit zip code for the location.
<b>Zip 4</b>	Type the additional four digits of the zip code.

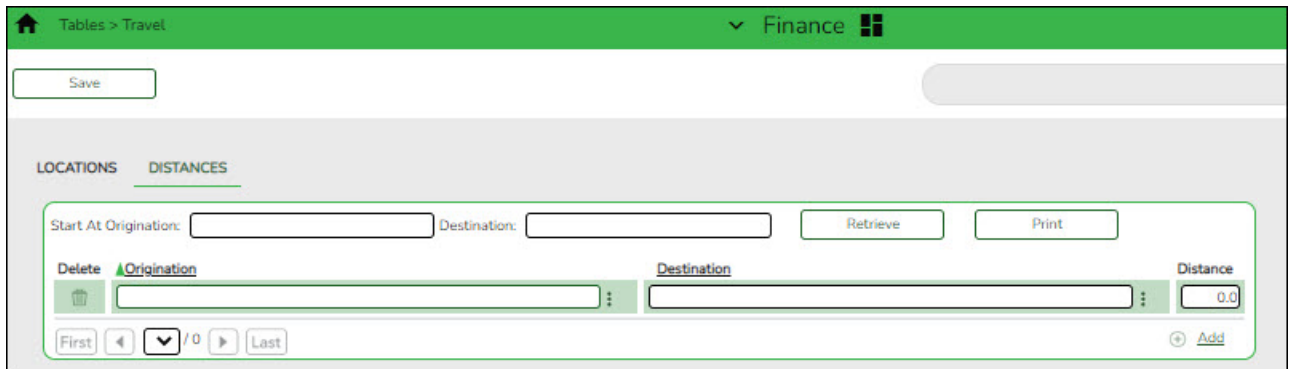
Click **Save**.

3. Calculate to/from location distances.



[Finance > Tables > Travel > Distances](#)

Add a list of distances (in miles) between possible predefined to/from travel locations. These locations are set up on the can be used on the [Finance > Tables > Travel > Locations](#) tab. If the Location Locking feature is enabled on the [Finance > Tables > District Finance Options 2](#) page, the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled on EmployeePortal travel requests and employees will need to use the Locations link to select from the predefined list of locations.

This is an optional method for maintaining a list of locations.



Click **+Add** to add row.

<b>Origination</b>	Click  to open the <a href="#">Location lookup</a> and select a starting location.
<b>Destination</b>	Click  to open the <a href="#">Location lookup</a> and select an ending location.
<b>Distance</b>	Type the number of miles from the <b>Origination</b> (starting) location to the <b>Destination</b> (ending) location.

Click **Save**.

# Create and Link Employee/Vendor Records


1. [Create an employee vendor record.](#)

[Finance > Maintenance > Vendor Information > Vendor Name/Address](#)

Create a vendor record for the employee.

- Click **Add**.
- Complete the applicable fields.

**TIPS:**



- Under **EIN/SSN**, the **Type** must be *SSN* and the **Number** must match the employee's SSN on the Personnel > Maintenance > Staff Demo > Demographic Information tab. It is important that this information matches as this is the link between the employee's vendor and demographic record, and determines the availability of the copy bank information from payroll functionality on the Vendor Miscellaneous tab.
- The **EFT Email** is required.


- Click **Save**.

2. [Add bank information.](#)

[Finance > Maintenance > Vendor Information > Vendor Miscellaneous](#)

Add bank information for the vendor/employee.

- Under **Bank Information:**

<b>Bank</b>	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the <a href="#">Finance &gt; Tables &gt; Bank Codes</a> tab. Select a bank code. If the bank code or name is not known, click  to select a bank from the <a href="#">Banks lookup</a> or press the SPACEBAR to view a list of banks.
<b>Bank Acct Nbr</b>	Type the corresponding bank account number for the selected bank.
<b>Bank Acct Type</b>	Select the account type for the selected bank and bank account number.  2 <i>Checking account</i> 3 <i>Savings account</i>
<b>PreNote</b>	Select to generate a <a href="#">prenote</a> to the bank.

☐ Click **Copy from Payroll** to copy the employee's bank information from the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab.

- The vendor must have an **EFT Email** listed on the Vendor Name/Address tab to save the record.
- The bank information on the Pay Info tab must have a zero **Bank Acct Amt** in order to be copied.
- This button only displays if the vendor and employee SSN records match. On the [Finance > Maintenance > Vendor Information > Vendor Name/ Address](#) tab, under **EIN/SSN**, the **Type** must be *SSN* and the **Number** must match the employee's **SSN** on the [Personnel > Maintenance > Staff Demo > Demographic Information](#) tab.

☐ Click **Save**.

### 3. Update employee's commute distance.

[Personnel > Maintenance > Staff Demo > Demographic Information](#)

Indicate the employee's commute distance. This information is used when calculating travel distances for travel reimbursement requests.

The screenshot shows the 'Demographic Information' tab for an employee. At the top, there is a 'Save' button. Below it, the employee ID is '000009'. The 'Texas Unique Staff ID' is '5960847611'. The 'Name' section includes fields for Legal, Former, Title, First, Middle, Last, and Generation. The 'Addresses' section includes Mailing and Alternate addresses with fields for Number, Street/P.O. Box, Apt, City, State, and Zip. At the bottom left, the 'Travel Commute Distance' field is circled in black and contains the value '0.0'.

In the **Travel Commute Distance** field, type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9.

This field can also be updated by the employee via the **Commute Distance Change** link on the Travel Reimbursement Requests page in EmployeePortal.

Click **Save**.

## Enable the Travel Reimbursement Request Feature

### 1. Set up district EP options.

[Payroll > Tables > District EP Options > EmployeePortal Options](#)

Set up the following EP options to allow employees to view the Travel Reimbursement Request menu in EmployeePortal.

The screenshot displays the 'District EP Options' configuration page. The 'EMPLOYEEPORTAL OPTIONS' section is active, showing a 'Save' button and 'Year: C' and 'Frequency: 6' settings. Below this, there are 'Retrieve' and 'Print' buttons, and a 'Use:' section with 'Employee Number' selected. The 'Enable' column lists various options, with 'Travel Reimbursement Request' checked and circled. The 'Messages' column lists various options, with 'Travel Reimbursement Request' selected with a radio button and circled. A text box on the right contains the message 'This is a travel message for all employees' with a black arrow pointing to it.

Under **Enable**, select **Travel Reimbursement Request** to enable the travel reimbursement

request feature in EmployeePortal.

- Under **Messages**, select **Travel Reimbursement Request** to enable employees to view a preset message on the Travel Reimbursement Requests page in EmployeePortal.
  - Type the applicable message in the text box.
  - The message is displayed in red at the top of the Travel Requests page in EmployeePortal after the record is saved.
  
- Click **Save**.



After the above steps are completed, employees can submit travel reimbursement requests in EmployeePortal.



## Back Cover