employeeportaloptions

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Human Resources > Tables > District EP Options > EmployeePortal Options

Use this page to manage your LEA-wide settings for ASCENDER EmployeePortal. These settings allow you to determine the information and features to which your employees have access to in EmployeePortal.

❏ Select **Employee Number** or **Social Security Number** to identify the number to be used for each employee in EmployeePortal. By default, the **Employee Number** is selected.

Note: It may be **recommended** to select **Social Security Number** since employees typically know this personal number and may not be familiar with their assigned employee number.

New users will be asked to enter this number when creating a new EmployeePortal account, and existing users will be asked to enter this number if they forget their password and need to reset it.

❏ Under **Enable**, select **EmployeePortal** to enable the EmployeePortal application. Then, select all of the pages and features you want to enable for your users in EmployeePortal.

Calendar Year to Date	Select to allow the Calendar Year to Date page to be displayed.
Current Pay Information	Select to allow the Current Pay Information page to be displayed.
Deductions	Select to allow the Deductions page to be displayed.
Earnings	Select to allow the Earnings page to be displayed.
Leave Balances	Select to allow the Leave Balances page to be displayed.
W-2 Information	Select to allow the W-2 Information page to be displayed.
Self-Service Demographic	Select to allow the Self-Service Assignments - Demographic page to be displayed.
Self-Service Payroll	Select to allow the Self-Service Assignments - Payroll page to be displayed.
W-2 Electronic Consent	Select to allow the **W-2 Consent** button to be displayed. If not selected, W-2 forms are printed for all employees. **Note**: If W-2 Information is selected giving the employee access to the EmployeePortal > Inquiry > W-2 Information page, the **W-2 Consent** button is displayed and enabled on the W-2 Information page whether or not **W-2 Electronic Consent** is selected.
1095 Information	Select to allow the 1095 Information page to be displayed.
1095 Electronic	Select to allow the **1095 Consent** button to be displayed. If not selected, 1095 forms are printed and mailed to all employees. **Note**: If **1095 Information** is selected giving the employee access to the EmployeePortal > Inquiry > 1095 Information page, the **1095 Consent** button is displayed and enabled on the 1095 Information page whether or not **1095 Electronic Consent** is selected.
Leave Request	Select to enable the Leave Request feature.

❏ Under **Messages**, you can select one or more of the listed pages to display a custom LEA-wide message on the page in EmployeePortal. All users who log on to EmployeePortal and access the page will see the message.

When a field is selected, a text box is displayed allowing you to add, delete, or modify a message. The message can be a maximum of 500 characters and is displayed in red at the top of the page.

Show Processed Leave Transactions	Select to allow users to view processed leave on the Leave Balances page.
Show Unprocessed Leave Transactions	Select to allow users to view unprocessed leave on the Leave Balances page.
Number of Days Prior to Pay Date That Earnings Are Viewable	Type a three-digit maximum number to indicate the number of days prior to a pay date to display the earnings information on the Earnings page in EmployeePortal. By default, the field is set to 0. If the field is set to 0, the employee can view unlimited earnings information as soon as the earnings are posted. **Example**: If the pay date is 10-31: Type 0 to allow employees to view earnings as soon as they are posted. Type 1 to allow employees to view earnings on 10-30. Type 2 to allow employees to view earnings on 10-29. Type 3 to allow employees to view earnings on 10-28.
W-2 Print - Latest Year	Type the four-digit year of the latest year for which the employees can print an official copy of their W-2. This field should not be updated until the LEA has run and finalized its W-2s. W-2s will be copies and will not be used in lieu of the LEA generating W-2s. W-2s will be printed in the official format (as determined by the IRS) and can be used as the original. The field contains the latest year available to print. If the field is left blank, employees will not have the option to print a copy of any of their W-2s. The earliest available form in the system is 2009 so an earlier year will not be accepted.
EmployeePortal URL	Type the LEA's web address for the EmployeePortal application.
Set Prenote Indicator	Select to indicate if the account is a prenote account. This is for accounts added as a direct deposit on the EmployeePortal Payroll Information page.

Number of Direct Deposit Accounts Are Allowed	Type a two-digit maximum number to indicate the number of direct deposit accounts allowed by the district. These accounts will be displayed in EmployeePortal. By default, the **Number of Direct Deposit Accounts Are Allowed** field is set to 0. If the **Number of Direct Deposit Accounts Are Allowed** field is set to 0, and the employee does not have any direct deposit accounts in Payroll, the employee will not be allowed to add one through EmployeePortal > Self-Service. If the **Number of Direct Deposit Accounts Are Allowed** field is set to 0, and the employee has one or more direct deposit accounts in Payroll, the employee will not be allowed to add one through EmployeePortal > Self-Service but will be able to modify and delete existing accounts.
Ignore Cutoff Date	Select to allow leave requests to be processed regardless of the payroll cutoff date.
Use PMIS for Supervisor Levels	(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 Human Resources > Tables > Employee Access Supervisors > Employee/Supervisor tab.
Force Entry of Leave Hours Requested	Select to require the employee to enter the number of requested leave hours when submitting a leave request. If selected, the number of leave hours requested is not automatically calculated. If not selected, the number of leave hours requested is automatically calculated based on the start and end time of the leave request.
Meal Break for Leave Calculation	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.

❏ Click **Save**.


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