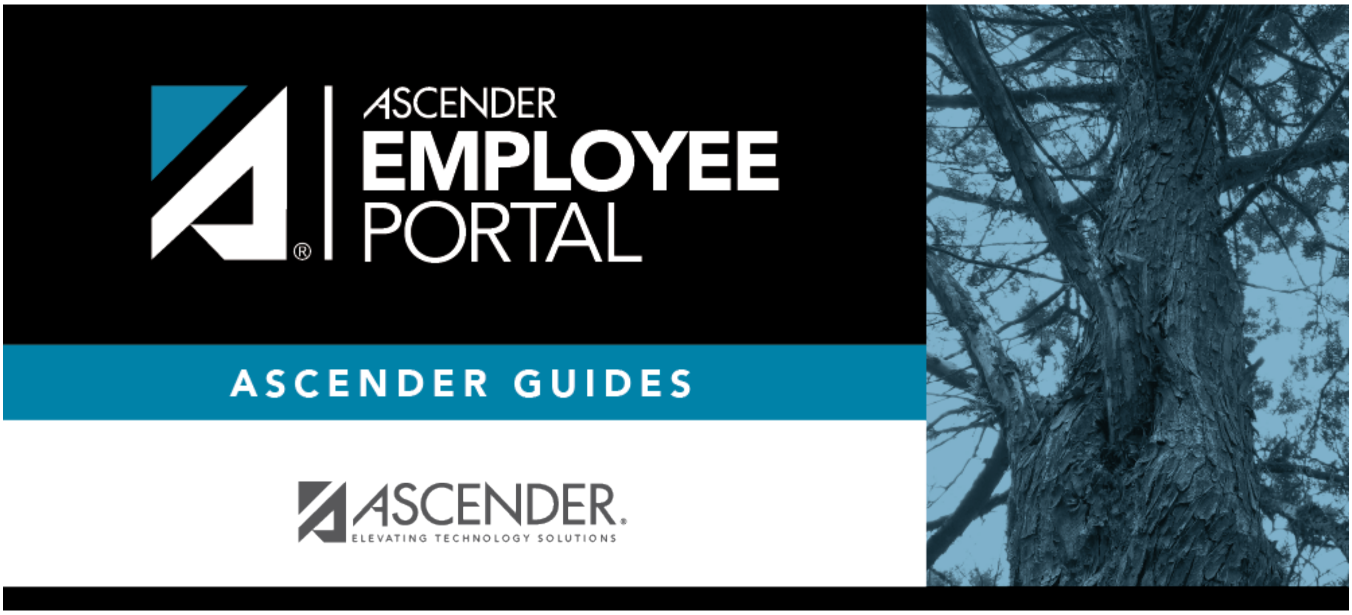

ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Table of Contents

Employee Guide: Login, Data Inquiries, Self Service & Leave Requests

Welcome to ASCENDER EmployeePortal. This site provides you with access to various employee data inquiries and maintenance features.

EmployeePortal allows you to view your current and historical pay information including calendar year-to-date information, deductions, earnings, leave balances, W-2 information, and 1095 information. You can view up to 18 months of check stub information; year-to-date leave earned, leave used, and leave balances (including any unprocessed leave transactions entered for future payrolls).

In addition, you can create, edit, delete, and submit leave requests. EmployeePortal also offers self-service maintenance pages that allow you to view and submit changes to your demographic and payroll information such as changes to your address, withholding and exemption status, and direct deposit settings. Some changes may require additional approval or documentation, which is predetermined by your LEA.

Your local education agency (LEA) determines the pages and data fields that can be viewed and/or edited in EmployeePortal. If you have questions, please contact your EmployeePortal administrator.

Before You Begin

Review the ASCENDER EmployeePortal Navigation page to familiarize yourself with the portal.

TIP: If you have any new notifications from EmployeePortal, you will see the number of pending notifications in the top-right corner of the page. Hover over the bell icon to view your notifications. Or, click the bell icon to view the notifications page. From the notifications page, click the eye icon to clear your notifications.

I. Log on to EmployeePortal, Create an Account & Manage Passwords

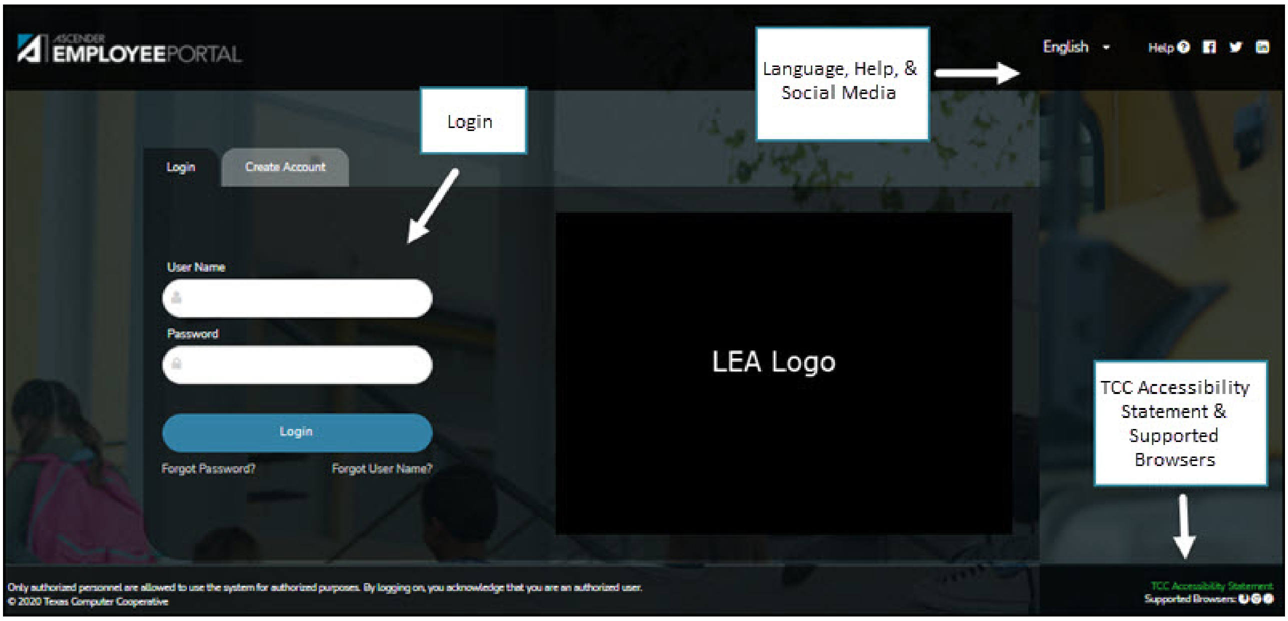
To access the ASCENDER EmployeePortal, you must log on.

- If you are a new user and do not have an ASCENDER EmployeePortal account, you must create an account.

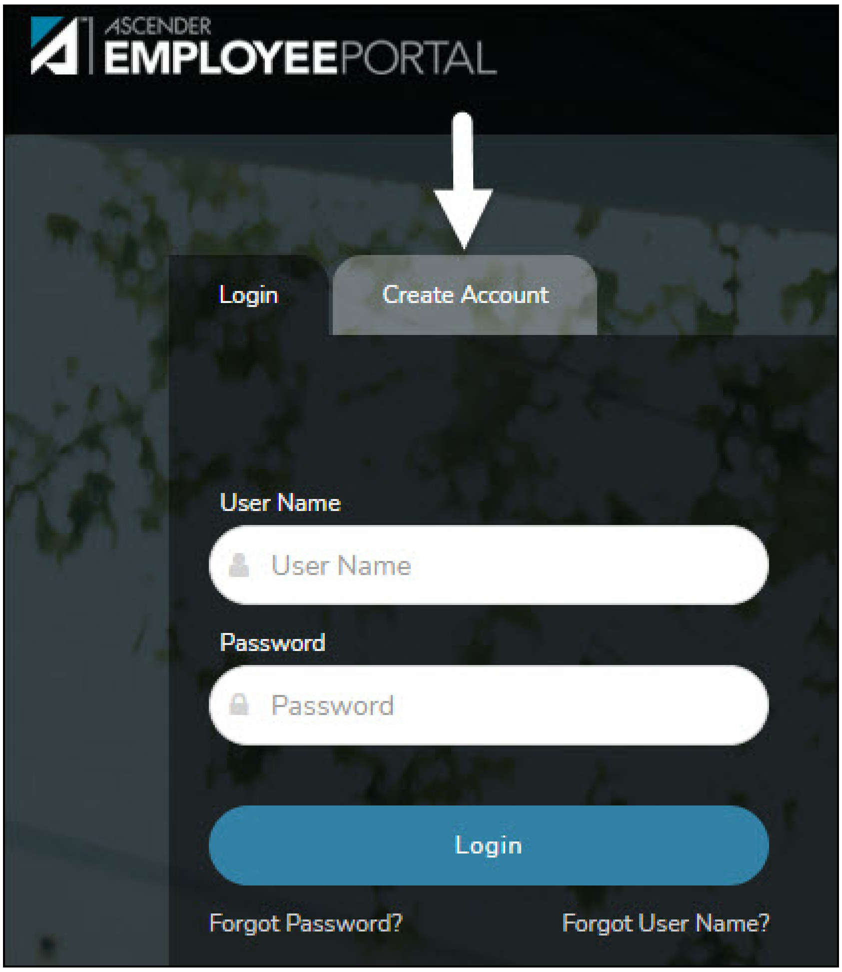
1. Log in as a new user.

ASCENDER EmployeePortal > Create Account

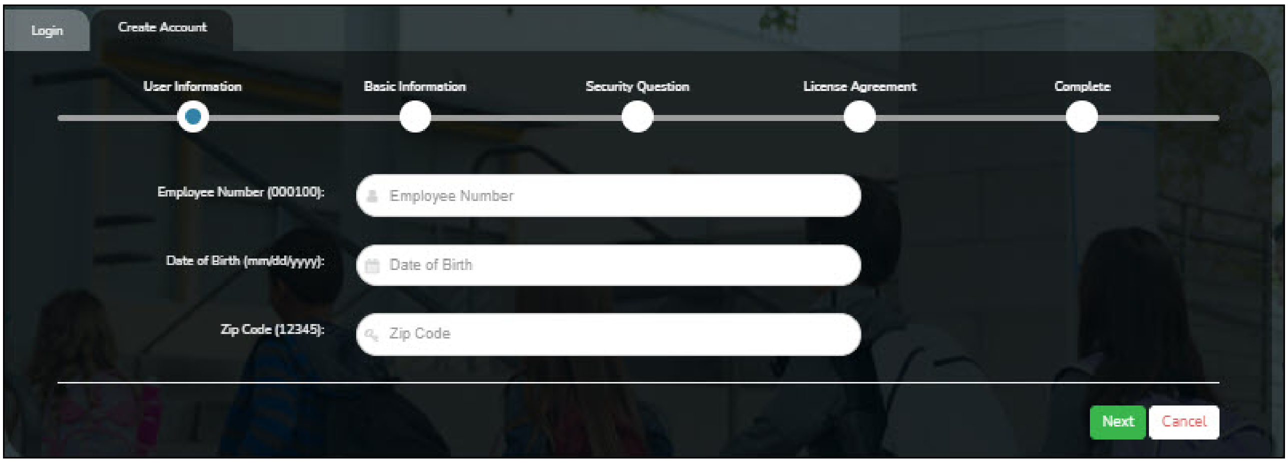
If you are a new user, access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed.



❑ From the Login page, click **Create Account**.



User Information



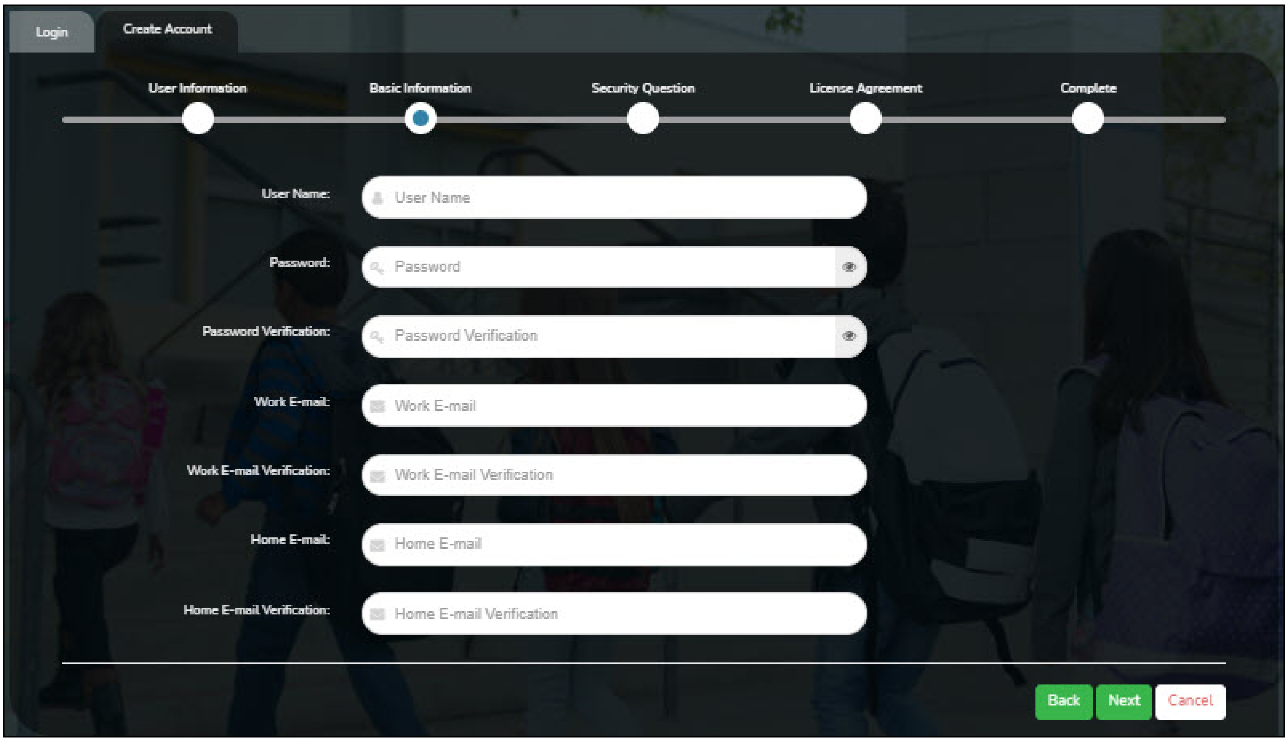
Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the mm/dd/yyyy format.
Zip Code	Type your five-digit zip code.

❏ Click **Next**.

- The data you entered is verified to ensure that you are authorized to use EmployeePortal.
- If you already created an account, a message is displayed prompting you to contact your personnel department.

- The **Employee Number** or **Social Security Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields cannot be modified.

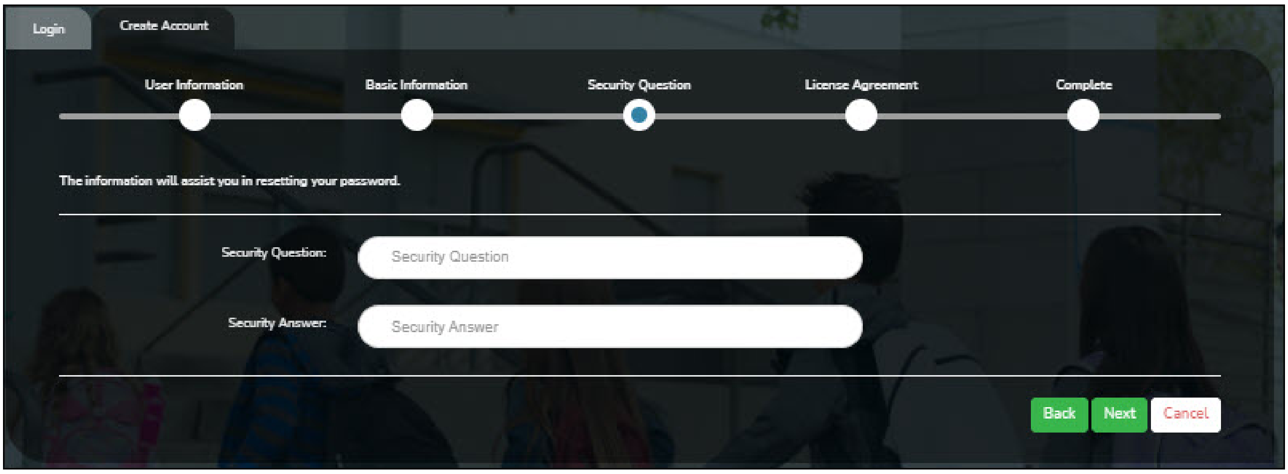
Basic Information



User Name	Type a 6-25 character user name. (No embedded spaces are allowed.) The name must be unique within the LEA; it is not case-sensitive.
Password	Type a new password. A show/hide toggle allows you to view or mask the characters you are typing. Requirements: • 16-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Password Verification	Retype the password that you typed in the **Password** field.
Work E-mail	Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
Work E-mail Verification	Retype the work email address that you typed in the **Work E-mail** field (if available for modification).
Home E-mail	Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
Home E-mail Verification	Retype the home email address that you typed in the **Home E-mail** field (if available for modification).

❏ Click **Next**.

Security Question

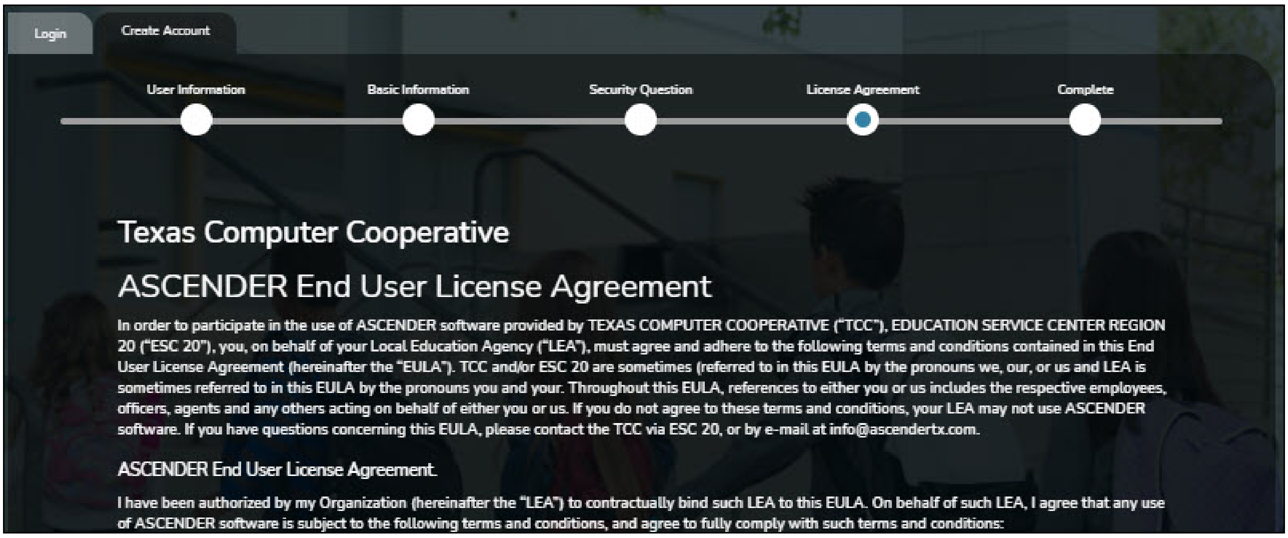


Security Question	Type a question you will be asked in the event that you forget your password at a later date.
Security Answer	Type the answer to the security question. This is case-sensitive.

❏ Click **Next**.

License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

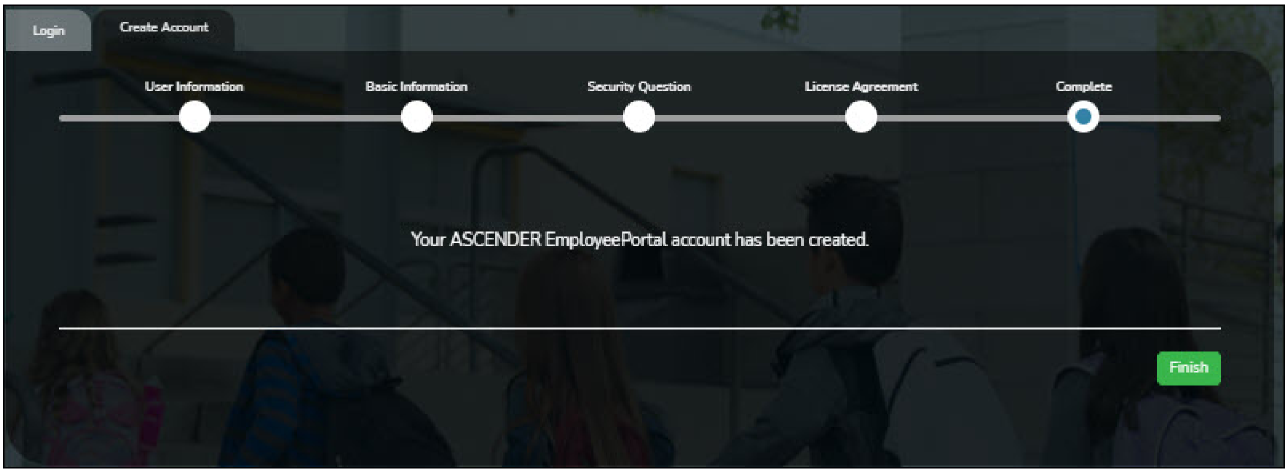


❏ Select **Accept**.

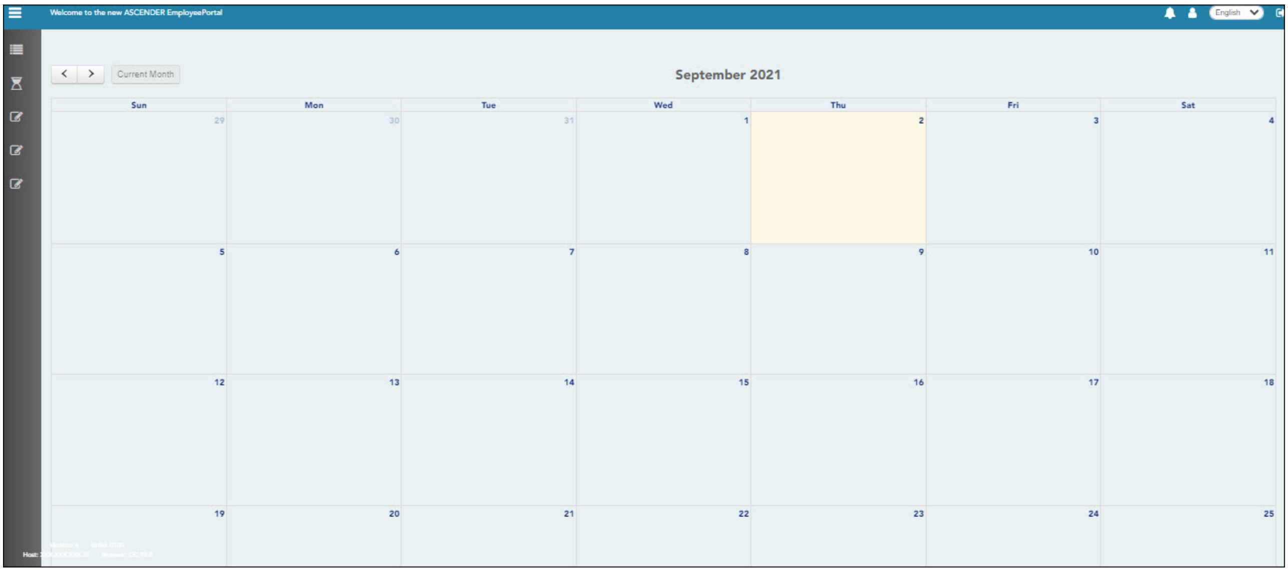
❏ Click **Next**.

Complete

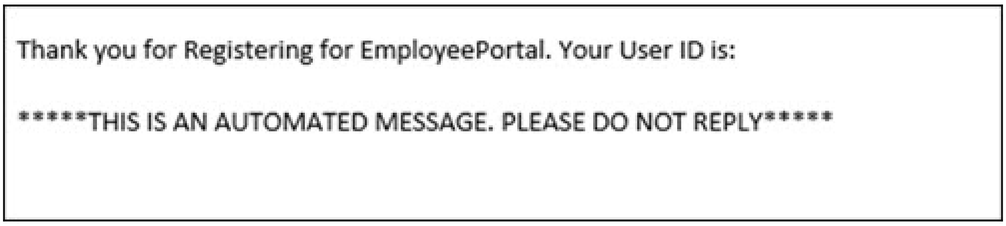
❏ Click **Finish**.



The ASCENDER EmployeePortal homepage is displayed indicating that you have successfully logged on to the portal. A calendar is displayed allowing you to quickly access various functions in the applications such as leave, travel, and WorkJournal requests. You will notice that the current day is highlighted in yellow.



You will receive a confirmation email message containing your user name.


Thank you for Registering for EmployeePortal. Your User ID is:

*****THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY*****

2. Log in as an existing user.

ASCENDER EmployeePortal > Login

❑ Enter the following information:

Field	Description
User Name	Type the user name you entered when you created your ASCENDER EmployeePortal account. Your user name is not case-sensitive.
Password	Type your password. Requirements: • 16-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive

❏ Click **Login**. The EmployeePortal homepage is displayed.

WARNING! Other password requirements such as the number of invalid password attempts, lockout period, and the number of password expiration days are set by your EmployeePortal administrator.

3. Change password.

ASCENDER EmployeePortal > Change Password

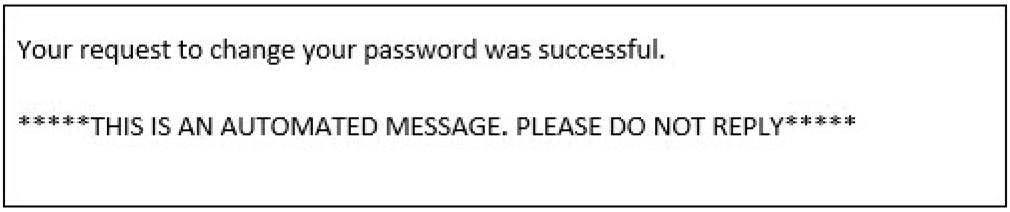
Access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed. After you have successfully logged on to the portal, the EmployeePortal homepage is displayed. Click your name in the upper-left corner or click at any time to access the Self-Service Profile page, and then click **Change Password**.

This page is used to change your current password. If you forgot your password, use the Forgot Password page to reset your password. If you are locked out of your account, contact your LEA's EmployeePortal administrator.

❏ Click **Change Password**. The Change Password pop-up window opens.

Old Password	Type your old (current) password.
New Password	Type your new password. The password minimum is 16 and the maximum is 46.
Confirm Password	Retype your new password to confirm.

❑ Click **Submit** to update your current password to the new password. Otherwise, click **Cancel** to close the pop-up window without saving the changes. You will receive a confirmation email message notifying you that your password changed.

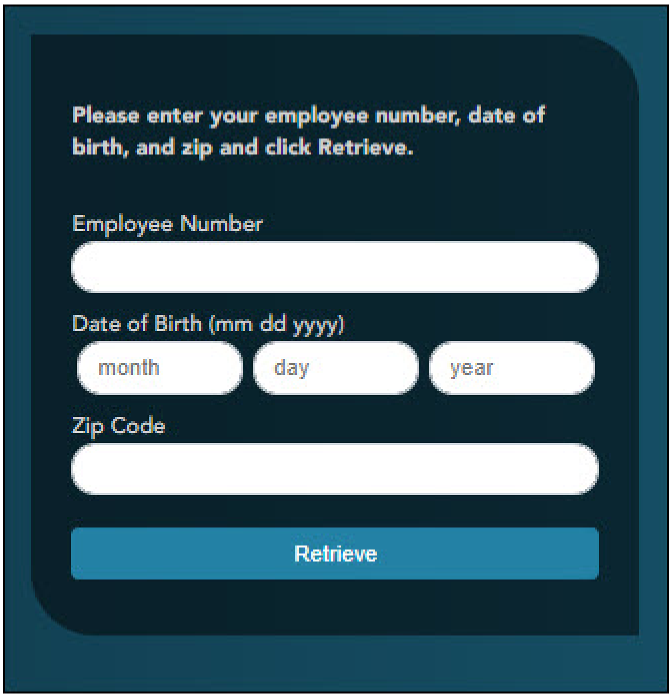


4. Forgot password.

ASCENDER EmployeePortal > Forgot Password

From the EmployeePortal Login page, click **Forgot Password**. The Forgot Password page is displayed.

> This page is used to reset your password if you forgot it. If you are an existing user and you know your current password and want to change it, use the Change Password page. If you are locked out of your account, contact your EmployeePortal administrator.

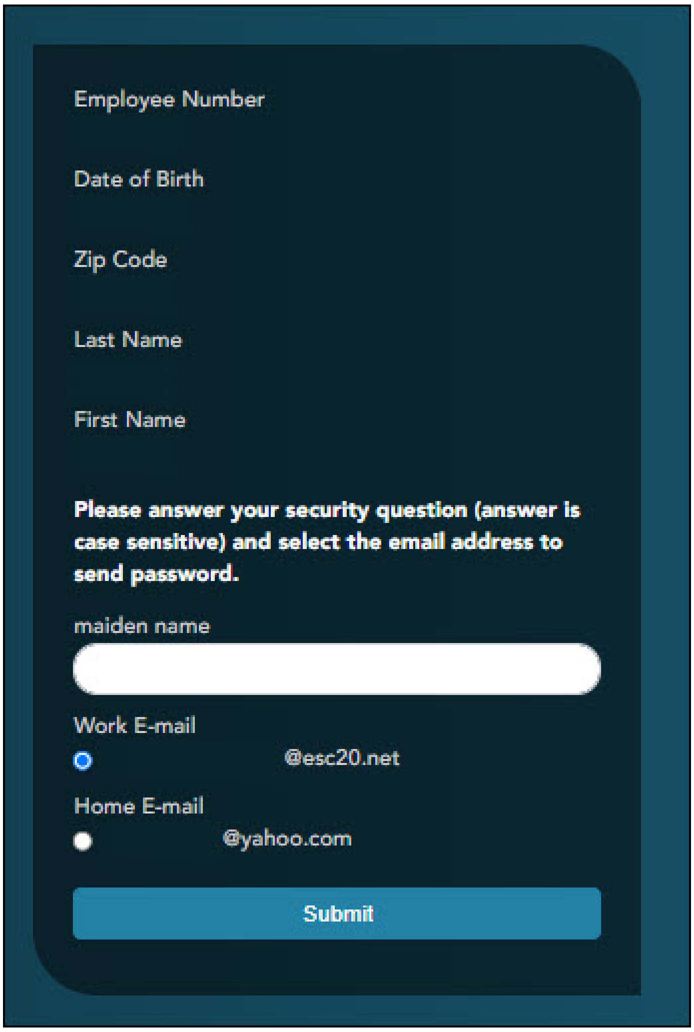


Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted for either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the MMDDYYYY format.
Zip Code	Type your five-digit zip code.

❑ Click **Retrieve**.

- The entered data is verified to ensure that you are authorized to use EmployeePortal.
- The **Employee Number** or **Social Security Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields cannot be modified.

❑ You are prompted to answer the security question that you entered when you created your user account.



- In the answer field, type the answer to the security question.
- You have three opportunities to answer the question correctly.
- If the question is not correctly answered, the answer is protected, and you are prompted to call your EmployeePortal administrator to have your user account deleted. Once your user account is deleted, you can use the Create Account page to create your account again.

❑ Click **Submit**. You are redirected to the EmployeePortal Login page. An email message containing your temporary password is sent to your email address.

❑ Obtain your temporary password from your email and return to the EmployeePortal Login page. The temporary password is only valid for 24 hours.

❑ Type your user name and the temporary password and click **Login**. You are redirected to the Change Password page. Follow the instructions for changing your password.

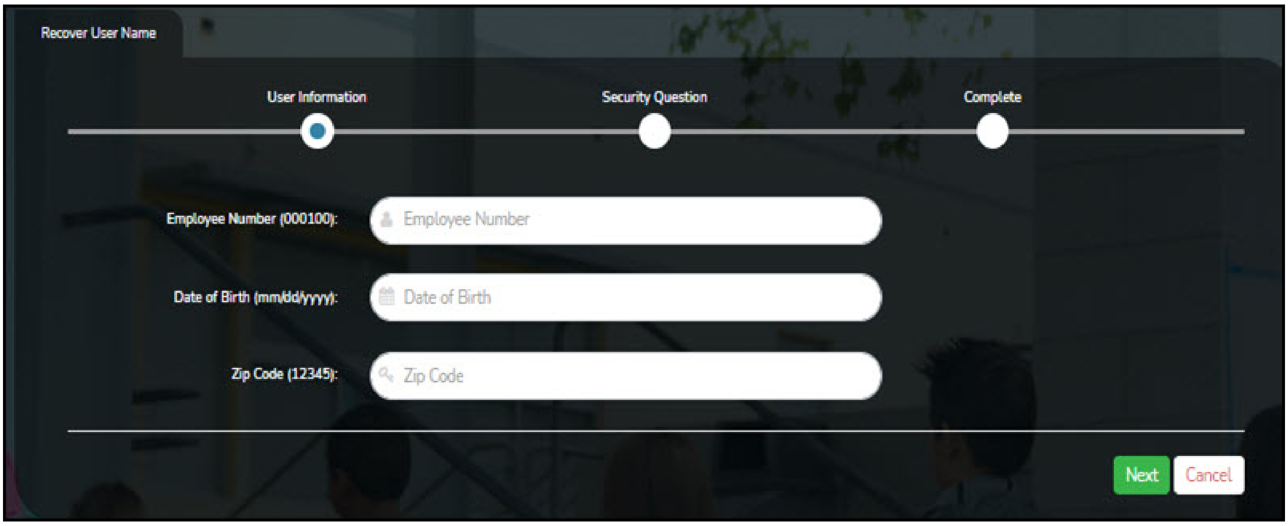
5. Forgot user name.

ASCENDER EmployeePortal > Forgot User Name

From the EmployeePortal Login page, click **Forgot User Name**. The Recover User Name page is displayed.

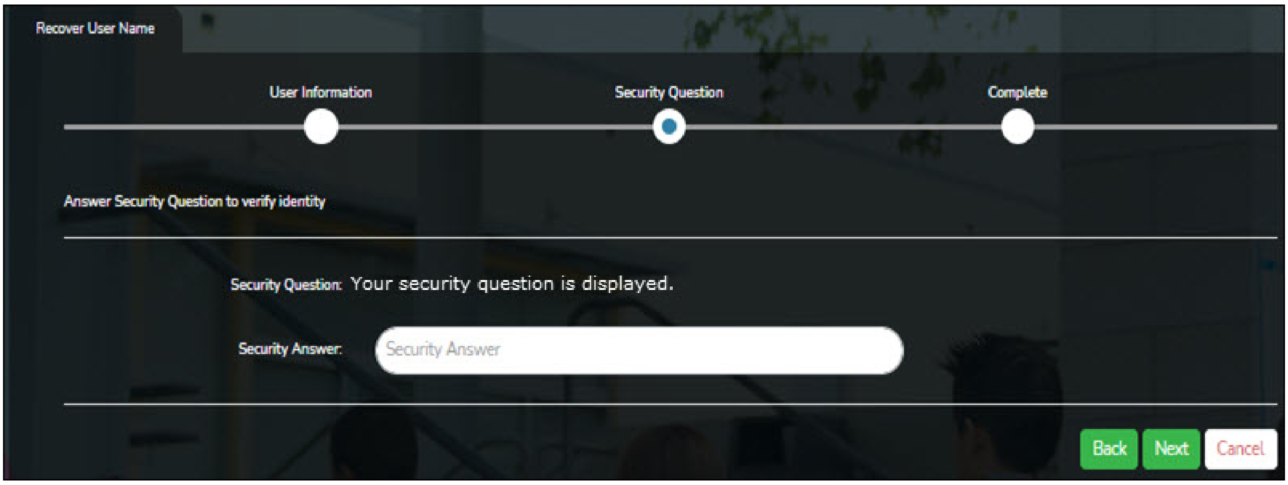
This page is used to recover your user name if you forgot it.

User Information



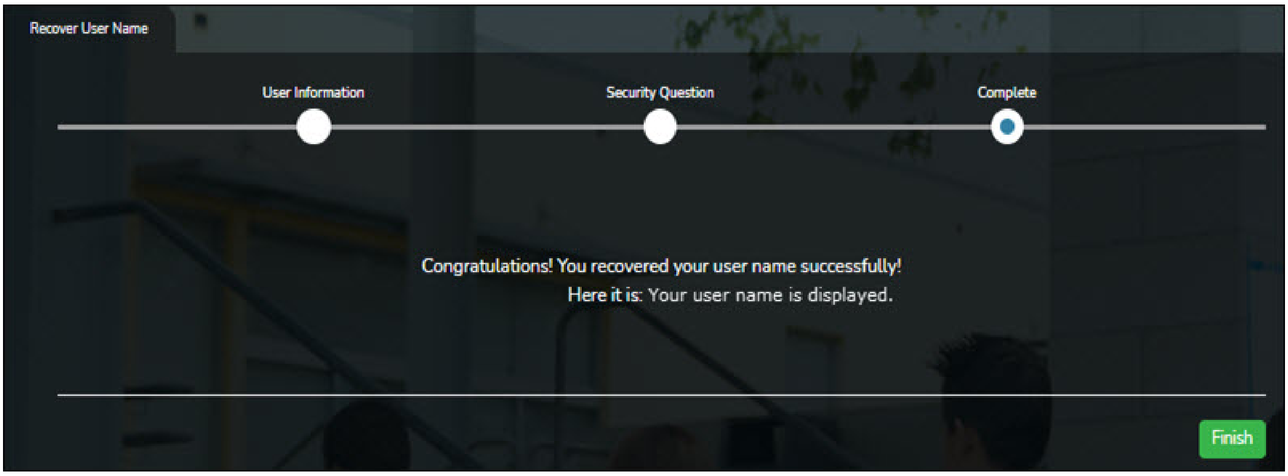
Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted for either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the MMDDYYYY format.
Zip Code	Type your five-digit zip code.

Security Question



Security Question	Type a question you will be asked in the event that you forget your password at a later date.
Security Answer	Type the answer to the security question. This is case-sensitive.

❏ Click **Next**.



❑ Click **Finish**. You are redirected to the EmployeePortal Login page.

II. Perform Employee Data Inquiries

Use the Inquiry menu to perform various inquires on payroll, leave, and tax information. The following data inquiries are available. Review the applicable online Help pages for information about specific fields.

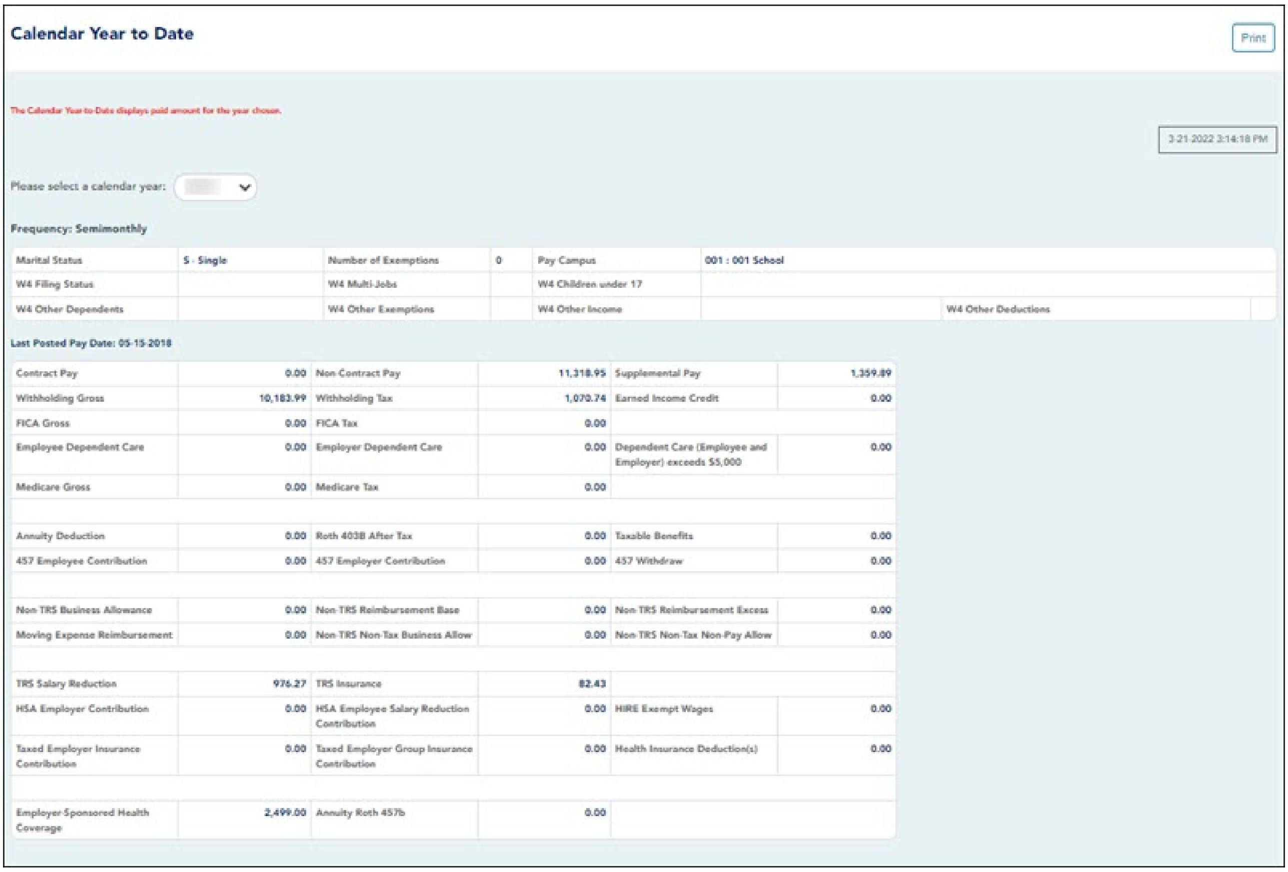
1. Calendar Year to Date.

   EmployeePortal > Inquiry > Calendar Year to Date

   This page is used to view a year-to-date summary of various earnings information by payroll frequency. You can also view prior year information.

   If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

   If a message is available from your LEA, it is displayed in red at the top of the page.



2. Current Pay Information.

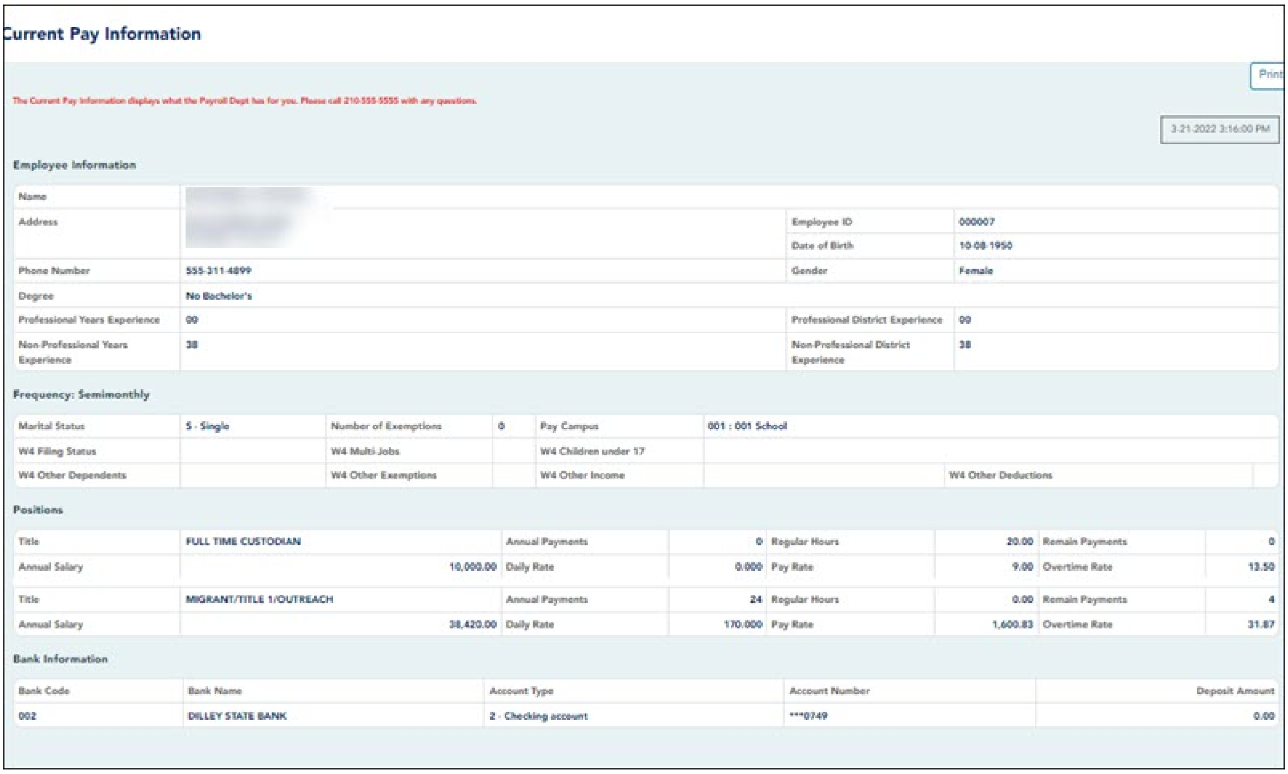
EmployeePortal > Inquiry > Current Pay Information

This page is used to view your current pay information.

If you requested modifications such as changes to your withholding and exemptions, and those changes are not displayed, the LEA has yet to process the changes.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.



3. Deductions.

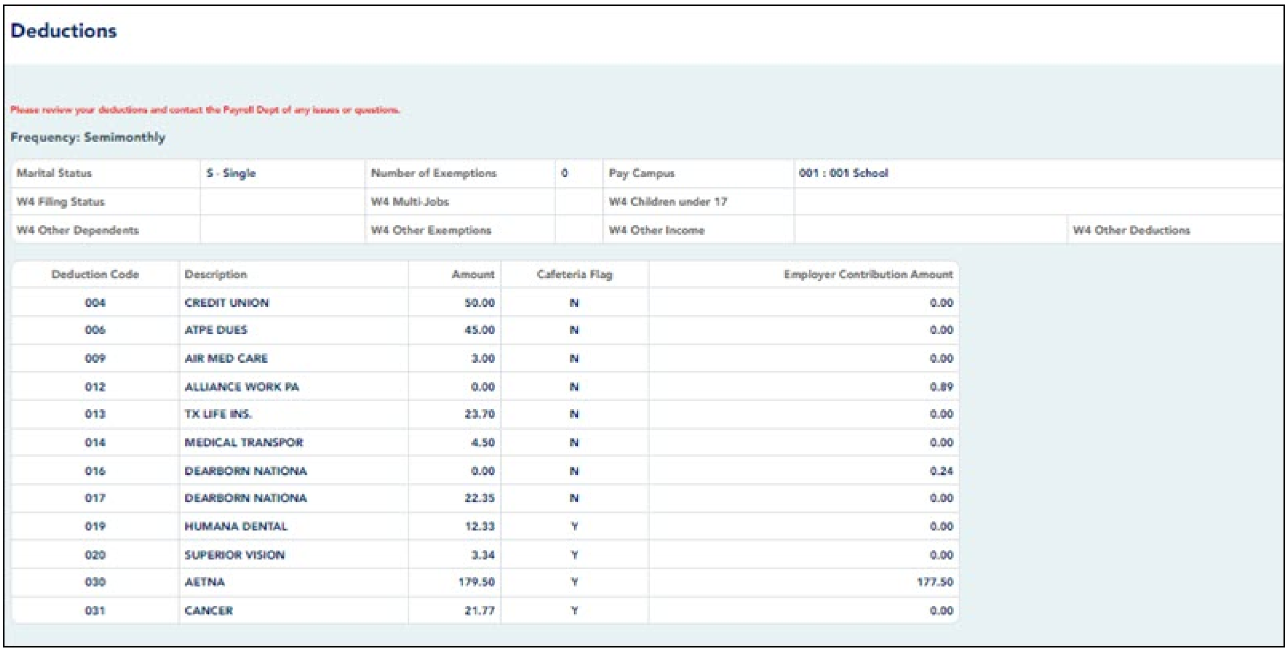
EmployeePortal > Inquiry > Deductions

This page is used to view your current payroll deduction information. If applicable, the employer's contributions to the deductions are also displayed in addition to your withholding status and the number of exemptions.

If you have requested modifications to your deductions and those changes are not displayed, the LEA has yet to process the changes.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.



Deductions

Please review your deductions and contact the Payroll Dept of any issues or questions.

Frequency: Semimonthly

Marital Status	S - Single	Number of Exemptions	0	Pay Campus	001 : 001 School		
W4 Filing Status		W4 Multi-Jobs		W4 Children under 17			
W4 Other Dependents		W4 Other Exemptions		W4 Other Income		W4 Other Deductions	

Deduction Code	Description	Amount	Cafeteria Flag	Employer Contribution Amount
004	CREDIT UNION	50.00	N	0.00
006	ATPE DUES	45.00	N	0.00
009	AIR MED CARE	3.00	N	0.00
012	ALLIANCE WORK PA	0.00	N	0.89
013	TX LIFE INS.	23.70	N	0.00
014	MEDICAL TRANSPOR	4.50	N	0.00
016	DEARBORN NATIONA	0.00	N	0.24
017	DEARBORN NATIONA	22.35	N	0.00
019	HUMANA DENTAL	12.33	Y	0.00
020	SUPERIOR VISION	3.34	Y	0.00
030	AETNA	179.50	Y	177.50
031	CANCER	21.77	Y	0.00

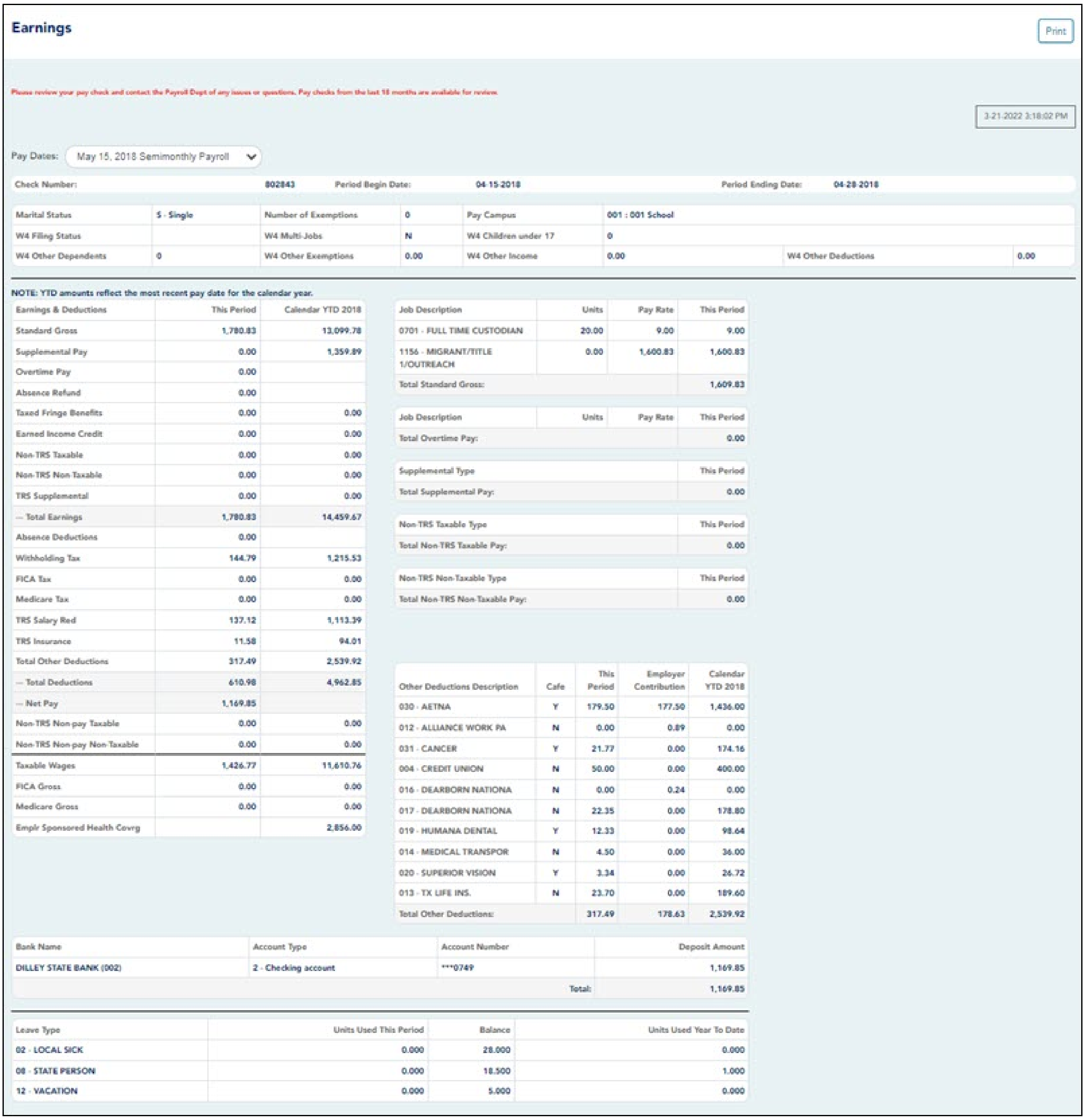
4. Earnings.

   EmployeePortal > Inquiry > Earnings

   This page is used to view earnings and direct deposit information. The information is per pay date and frequency. You can view 18 months of earnings or the last 50 pay dates. If you are on multiple frequencies, the pay dates and associated frequency are displayed.

   If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

   If a message is available from your LEA, it is displayed in red at the top of the page.



5. W-2 Information.

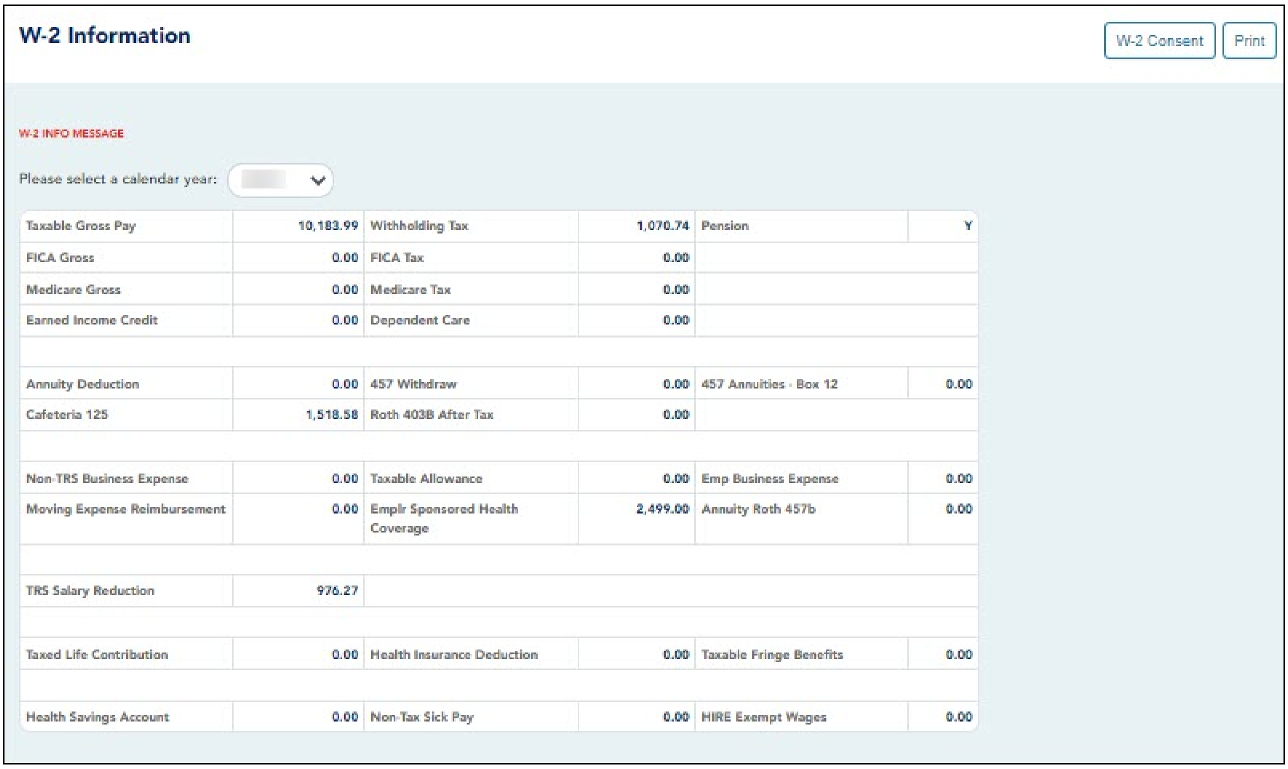
   EmployeePortal > Inquiry > W-2 Information

   This page is used to view your W-2 information. Additionally, you can indicate how you want to receive and access your W-2 form; electronically or printed, by mail. Previous year and frequency combinations are available for selection. Official W-2s can be printed from calendar year 2009 or greater. W-2s from years prior to 2009 can be viewed but not printed.

   If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

   If a message is available from your LEA, it is displayed in red at the top of the page.

In addition, you can use this page to indicate your W-2 electronic consent preference. If you have not previously indicated your electronic consent preference, the W-2 Electronic Consent window opens when you access the W-2 Information page. You can change your electronic consent preference at any time.


W-2 Information

W-2 Consent | Print

W-2 INFO MESSAGE

Please select a calendar year:

Taxable Gross Pay	10,183.99	Withholding Tax	1,070.74	Pension	Y
FICA Gross	0.00	FICA Tax	0.00		
Medicare Gross	0.00	Medicare Tax	0.00		
Earned Income Credit	0.00	Dependent Care	0.00		
Annuity Deduction	0.00	457 Withdraw	0.00	457 Annuities - Box 12	0.00
Cafeteria 125	1,518.58	Roth 403B After Tax	0.00		
Non-TRS Business Expense	0.00	Taxable Allowance	0.00	Emp Business Expense	0.00
Moving Expense Reimbursement	0.00	Emplr Sponsored Health Coverage	2,499.00	Annuity Roth 457b	0.00
TRS Salary Reduction	976.27				
Taxed Life Contribution	0.00	Health Insurance Deduction	0.00	Taxable Fringe Benefits	0.00
Health Savings Account	0.00	Non-Tax Sick Pay	0.00	HIRE Exempt Wages	0.00

❑ Click **W-2 Consent**. The W-2 Electronic Consent window opens with information about your consent.

The **W-2 Consent** button is only displayed if the option is enabled by the LEA or service center.

- Select **Yes** if you consent to electronic access of your W-2 form and agree to access your W-2 form electronically as described in the instructions, and print your own W-2 form. If selected, you will not receive a printed, mailed copy of your W-2 form.
- Select **No** to decline electronic consent and receive a printed, mailed copy of your W-2 form.
- Click **Save** to save your consent election. Otherwise, click **Cancel** to close the window without making a selection. If you do not make a selection, your W-2 form will be printed and mailed.

Notes:

- You can print a copy of your W-2 form regardless of your selected consent preference.
- You can change your consent preference at any time.
- You will receive an email message confirming your selected preference.
- The confirmation email is sent to the email address listed on your demographic record. The email is sent to either the work or home email address; whichever is available. If both are available, the email is sent to the work email address.

❑ Click **Print** to display a printable PDF version of your Form W-2 Wage and Tax Statement.

6. 1095 Information.

EmployeePortal > Inquiry > 1095 Information

This page is used to view your 1095 information. Additionally, you can indicate how you would like to receive and access your 1095 form; electronically or printed, by mail. Official 1095 forms can be printed and viewed from calendar year 2015 and greater.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

In addition, you can use this page to indicate your 1095 electronic consent preference. If you have not previously indicated your electronic consent preference, the 1095 Electronic Consent window opens when you access the 1095 Information page. You can change your electronic consent preference at any time.

❑ Select **1095-B** to display your 1095-B data for the selected calendar year.

OR

❑ Select **1095-C** to display your 1095-C data for the selected calendar year.

❑ Click **1095 Consent**. The 1095 Electronic Consent window opens with information about your consent.

The **1095 Consent** button is only displayed if the option is enabled by the LEA.

- Select **Yes** if you consent to electronic access of your 1095 form and agree to access your 1095 form electronically as described in the instructions, and print your own 1095 form. If selected, you will not receive a printed, mailed copy of your 1095 form.
- Select **No** to decline electronic consent and receive a printed, mailed copy of your 1095 form.

- Click **Save** to save your consent election. Otherwise, click **Cancel** to close the window without making a selection. If you do not make a selection, your 1095 form will be printed and mailed.

Notes:

- You can print a copy of your 1095 form regardless of your selected consent preference.
- You can change your consent preference at any time.
- You will receive an email message confirming your selected preference.
- The confirmation email is sent to the email address listed on your demographic record. The email is sent to either the work or home email address; whichever is available. If both are available, the email is sent to the work email address.

❑ Click **Print** to display a printable PDF version of the Form 1095-B or 1095-C.

III. Perform Self Service Updates

Use the Employee Self Service page to submit changes to your personal demographic and payroll information. Depending on your LEA, some requests may or may not require additional documentation and/or approval.

1. Update demographic and payroll information.

   ASCENDER EmployeePortal > Self-Service

   Click your name in the upper-left corner of the page or click in the upper-right corner of the page at any time to access the Self-Service Profile page.

   This page is used to enter and request updates to your demographic and payroll information. Your information as it currently exists in your record is displayed.

   You can also change your password from this page. Click Change Password and follow the appropriate steps.

   ❑ The fields that you are allowed to view and update are determined by your LEA. Your submitted changes may go through an approval process.

   ❑ Your current information is displayed in the **Current** and **New** columns.

- The **Current** column is display only.
- The **New** column is only enabled if your LEA allows updates to the data. If the **New** column fields are enabled, you can enter your changes and click **Save**. The data is saved and submitted for approval.
- Pending requests are highlighted yellow after the changes are submitted.
  - If approval is not required, the changes are made immediately.
  - If the requests are pending approval, you can continue to change your request until it has been approved and updated in the system.
- Click **Undo** to revert the data to its original state. A message is displayed confirming that you want to cancel your changes.
  - Click **OK** to cancel your requested changes.
  - Otherwise, click **Cancel** to close the message without changing your request.
- If the fields are not automatically updated, an email message is sent to the applicable approver prompting them to approve the submitted changes.
- You will receive an automatic reply email containing the changes and informing you that the changes are pending approval.

❑ To delete information, delete the data in the **New** column and click **Save**.

❑ If a change is made more than once for the same field, the most recent change overrides the previous one.

❑ Some fields may require you to submit documentation to your employer. If documentation is required, the fields are identified in the automatic reply email message.

Payroll:

Under **W4 Marital Status Information**:

❑ To delete information, delete the data in the **New** column and click **Update**.

❑ Click **Undo** to return the data to its original state. A message is displayed confirming that you want to cancel your changes.

Under **Direct Deposit Bank Accounts**:

❑ Click **Add** to add a new financial institution to have your paycheck directly deposited.

❑ Click **Delete** to delete a financial institution from your record.

❑ To delete information, delete the data in the **New** column and click **Update**.

❑ Click **Undo** to return the data to its original state. A message is displayed confirming that you want to cancel your changes.

IV. Manage Leave Requests

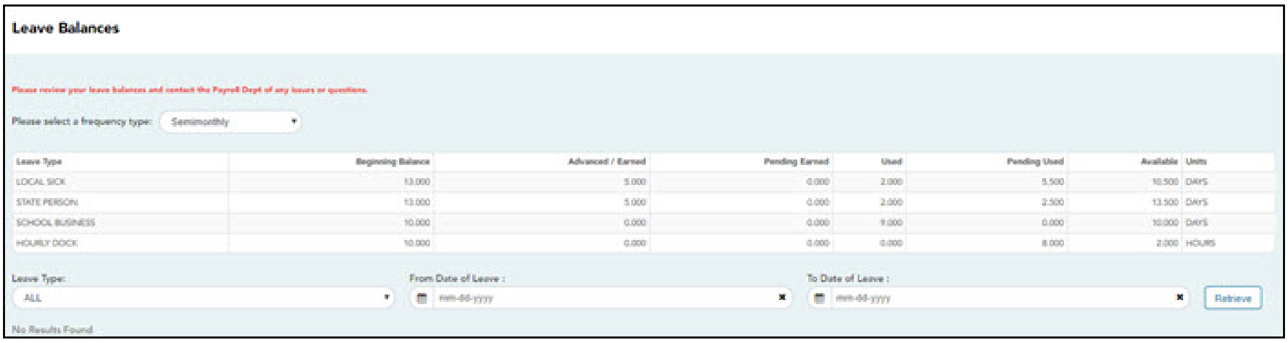
Use the Leave Balances and Leave Requests pages to view leave data, and create and submit leave requests.

1. View leave balances.

   ASCENDER EmployeePortal > Leave Balances

   > This page is used to view leave information as it currently exists in your record for the selected frequency.
   >
   > If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.
   >
   > If a message is available from your LEA, it is displayed in red at the top of the page.

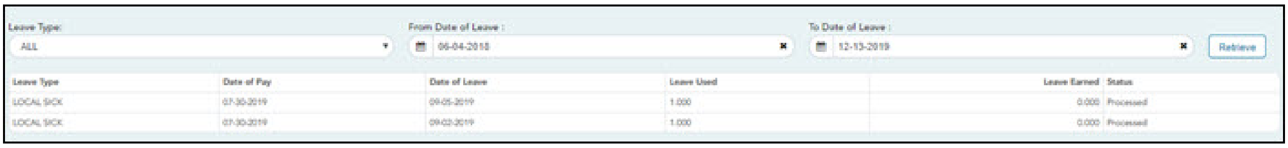
   ### View leave balance data:



Please select a frequency type	Click ˅ to select the payroll frequency for which you want to view leave balances.

Leave Type	The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.
Beginning Balance	The leave balance as of the beginning of this year for each leave type is displayed.
Advanced/Earned	The number of units of leave advanced or earned as of the last pay period is displayed.
Pending Earned	The total leave earned but not yet processed through payroll is displayed.
Used	The number of units of leave used as of the last pay period is displayed.
Pending Used	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the **Available Balance** field.
Available	The total number of leave units still available for use is displayed. The **Available** balance is determined by the following calculation: (prior year balance + advanced earned + pending earned) - used - pending used
Units	Indicates the type of units (hours or days) that is used when calculating leave requests.

View a specific range of leave data:



❑ Use the following fields to filter the information by date range and/or leave type.

Leave Type	Click ⌄ to select the type of leave for which you want to view leave data. The leave type description is displayed.
From and To Date of Leave	Type the range of dates for which you want to view processed and unprocessed leave data or click 📅 to select the dates. **Note**: An LEA setting determines whether or not to show processed and unprocessed leave transactions. The from date may not exceed 18 months from the current date. You can leave the date fields blank to retrieve dates 18 months from the current date. **Note**: The from and to date selections select leave dates rather than pay dates. Additionally, if the from and to dates are left blank, all future leave and all prior leave up to 18 months is retrieved. If a from date is entered and no to date is entered, all leave starting with the from date and all future leave is retrieved.

❑ Click **Retrieve**. A list of leave requests for the specified date range is displayed with the following data:

Leave Type	The leave type description for the leave request is displayed.
Date of Pay	The pay date for which leave was charged is displayed.
Date of Leave	The date for which the leave was taken is displayed in the mm dd yyyy format.
Leave Used	The number of units of leave taken is displayed.
Leave Earned	The number of units of leave earned is displayed.
Status	Indicates the status of the leave (processed, not processed, or not posted to payroll). The data displayed here depends on certain LEA option settings. For example, if you know you have leave that has not gone through payroll processing, then the feature to display unprocessed leave was disabled by the LEA. Processed - The leave has been processed through payroll and posted to your leave master record. Not processed - The leave has not been processed through payroll and is not yet a part of your leave master record. Processed and not processed leave units have already been added to/subtracted (as appropriate) from your master leave record and are reflected in the leave grid. The **Available** field is reflective of what is available should all unprocessed leave be posted.

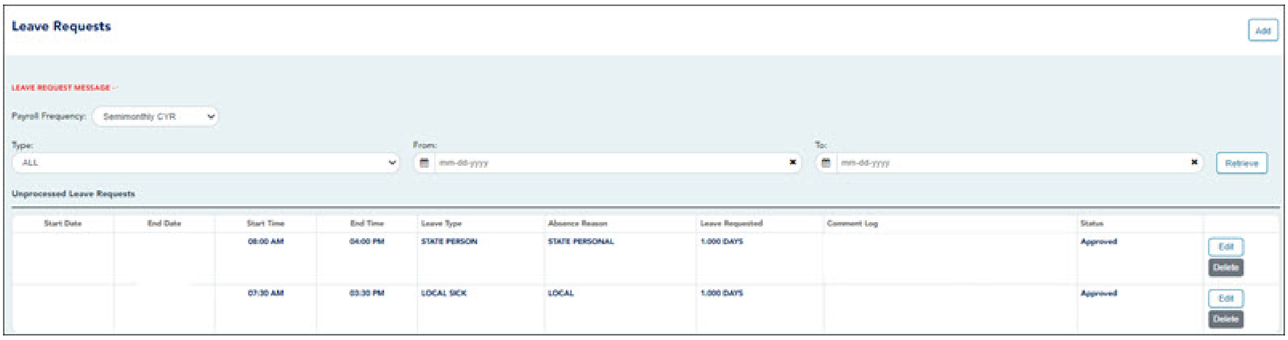
2. Create, edit, and delete leave requests.

ASCENDER EmployeePortal > Leave Requests

This page is used to create, edit, delete, and submit leave requests for the selected payroll frequency. After a leave request is processed by payroll, it is no longer displayed on this page.

If this page is not enabled, check with your EmployeePortal administrator, as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.



Payroll Frequency	Click to select the payroll frequency for which you want to create a leave request. If you have leave in multiple payroll frequencies such as biweekly, semimonthly, and monthly, those options are displayed and can be selected.

Under **Unprocessed Leave Requests**, a list of your unprocessed (not processed by payroll) leave requests is displayed, if any. The following details are displayed for each leave request:

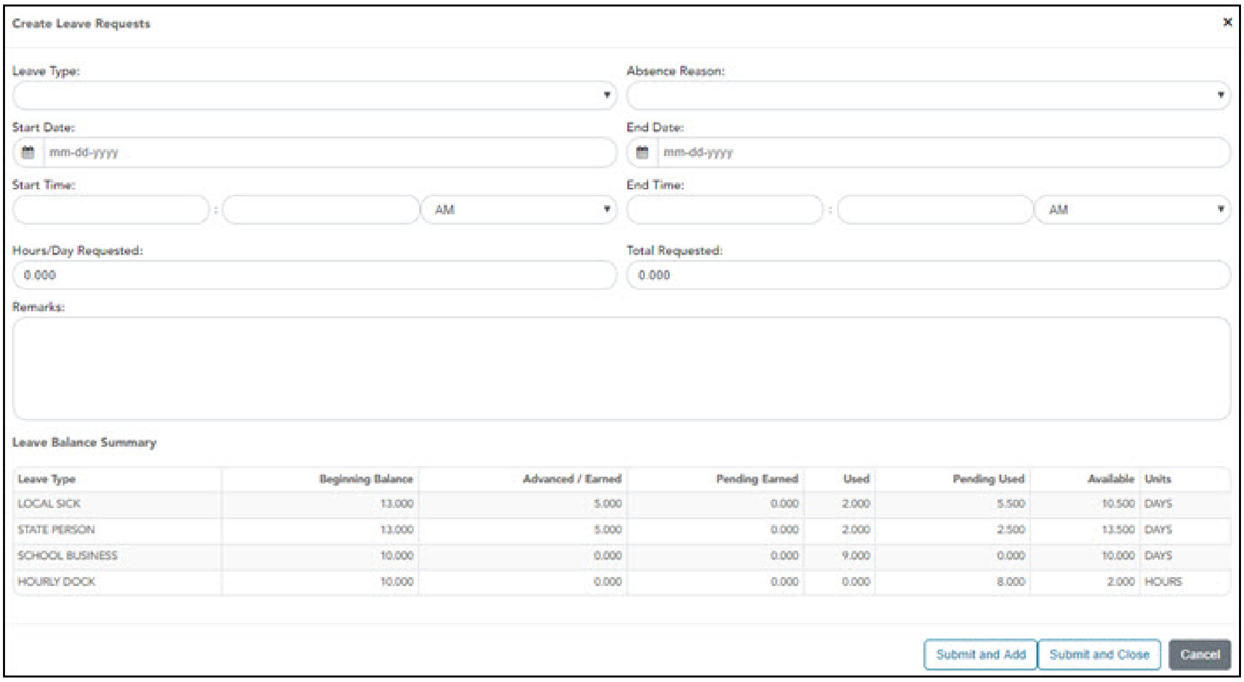
Start and End Date	The start and end date range for the leave request is displayed in the MM-DD-YYYY format.
Start and End Time	The start and end time range for the leave request is displayed in the HH MM format and click to select AM or PM.
Leave Type	The type of requested leave is displayed.
Comment Log	Any employee (requestor) comments that were added to the leave request are displayed.

Status	The current status of the leave request is displayed. When a leave request is created, an email message is automatically sent to your direct supervisor notifying him of the request and prompting him to approve or disapprove the leave request. The status of the leave request is updated to *Pending Spvsr Approval*. After a leave request is approved by your supervisor, an email message is automatically sent to the email address listed on your demographic record notifying you of the action. The status of the leave request is updated to *Pending Payroll*. If a leave request is disapproved by your supervisor, an email message is automatically sent to the email address listed on your demographic record notifying you of the action. The status of the leave request is updated to *Disapproved*. You can edit and resubmit the leave request or delete the leave request. After a leave request is processed by payroll, it is no longer displayed on this page.

Create a leave request:

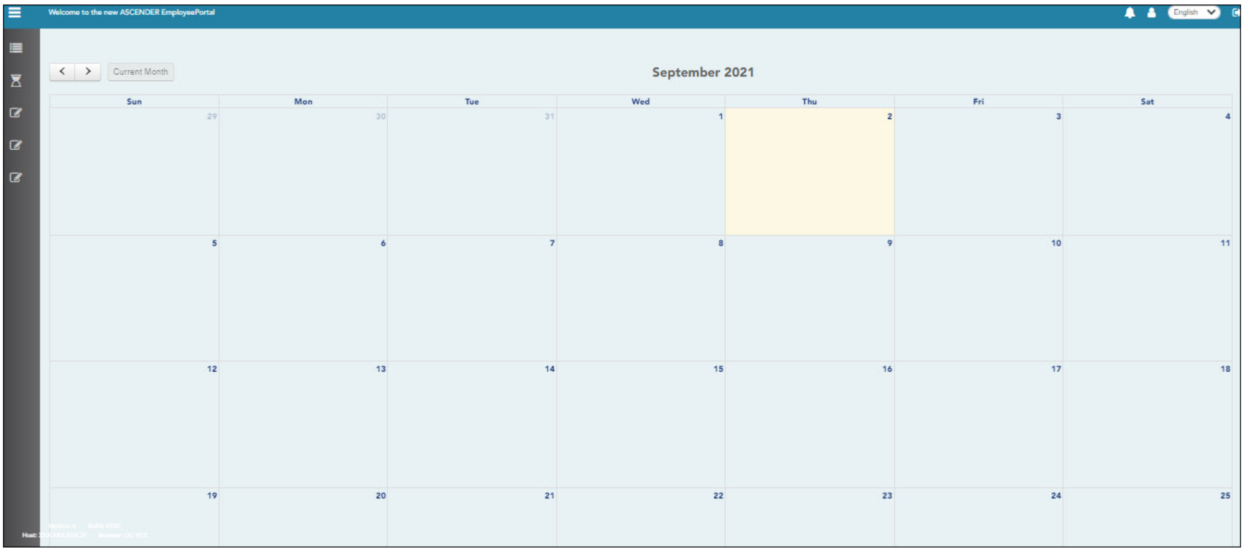
You have two options to create a leave request.

Option 1: Click **Add** in the upper-right corner of the Leave Requests page. The Create Leave Requests pop-up window opens allowing you to enter the details of your leave request.



Option 2: From the EmployeePortal homepage calendar, you will notice that the current day is highlighted in yellow.

TIP: If you have an existing approved or pending leave request, the entry is displayed for that calendar day. You can click the entry to open the details of the request and edit the request as needed. If you have an existing processed leave request, you can click the entry to open the details of the request; however, you cannot edit the request.



- Click the day for which you want to enter a leave request. The Add Request Type pop-up window opens allowing you select the type of request you want to enter.

- Click **Leave**. The Create Leave Requests pop-up window opens allowing you to enter the details of your leave request. The **Start Date** and **End Date** fields are automatically populated with the date you selected.

Your leave balances are displayed at the bottom of the Create Leave Requests window under **Leave Balance Summary**.

❑ Complete the following information for the leave entry:

Leave Type	Click to select the type of leave that you want to request. Only leave types assigned to you are displayed. An LEA setting determines whether or not you can use a leave type with a zero balance. All assigned active leave types are displayed even if the leave type amount is zero.
Absence Reason	Click to select the absence reason. The absence reasons are determined by your LEA and correspond to the selected leave type.
Start Date	Type the start date for which you want to request leave in the MM/DD/YYYY format or click to select a date from the calendar.

End Date	This field is automatically populated with the date selected in the **Start Date** field; however, you can change the date. Type the end date for which you want to request leave in the MM/DD/YYYY format or click to select a date from the calendar. You can use this field to cover consecutive dates of a leave request excluding the weekend (Saturday/Sunday).
Start Time	Type the beginning time in the HH MM format for which you want to request leave. Click to select AM or PM.
End Time	Type the end time in the HH MM format for which you want to request leave. Click to select AM or PM.
Hours/Day Requested	The number of hours per day for which you are requesting leave is automatically calculated based on the **Start Time** and **End Time** of the leave request. If the field is not automatically calculated, you must manually type the number of hours per day for which you are requesting leave. An LEA setting determines whether or not this field is automatically calculated.
Total Requested	Indicates the total amount of requested leave in the specified units.
Remarks	Type any comments related to your leave request. The comments are available to all approvers.

The leave balance amounts translate to hours or days based on the assigned unit type for the selected leave type.

Leave Type	The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.
Beginning Balance	The leave balance as of the beginning of this year for each leave type is displayed.
Advanced/Earned	The number of units of leave advanced or earned as of the last pay period is displayed.
Pending Earned	The total leave earned but not yet processed through payroll is displayed.
Used	The number of units of leave used as of the last pay period is displayed.
Pending Used	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the **Available Balance** field.
Available	Indicates the number of units of leave still available for use. The **Available** is based on beginning balance, plus advanced/earned, plus pending earned, less used, and less pending used.
Units	Indicates the type of units (hours or days) that are used when calculating leave requests.

❏ After completing your leave request entry, use one of the following options to continue:

- Click **Submit and Add** to submit the leave request to your supervisor for approval and remain on the Create Leave Requests window to continue adding additional leave request entries.
- Click **Submit and Close** to submit the leave request to your supervisor for approval and close the Create Leave Requests window.
  - A leave request is created and an email message is sent to your direct supervisor to notify them that a leave request is pending their approval.
  - Depending on the leave type, additional approvers may be in the approval path for the

    leave request.
    - If you are set as the temporary approver for your supervisor, and you enter a leave request when your supervisor is unavailable, the request is submitted to your supervisor's supervisor. You are not allowed to approve your own leave requests.
    - When a leave request is approved or disapproved, an email message is automatically sent to the email address listed on your demographic record notifying you of the action.
    - If your leave request is approved, the approval email message will contain links to add your approved leave request as a calendar event in Outlook and Google.
  - Click **X** or **Cancel** to close the pop-up window without submitting any leave requests and return to the Leave Requests page.

V. Manage Travel Reimbursement Requests

Use the Travel Requests page to create and submit mileage and extended travel reimbursement requests.

If you are an approver for travel requests, you will see an additional menu item (Approve Travel Requests) under the Travel Reimbursement Requests menu.

ASCENDER EmployeePortal > Travel Reimbursement Requests > Travel Requests

This page is used to create, edit, delete, and submit travel reimbursement requests. There are two types of travel requests, mileage and extended. If this page is not enabled, check with your EmployeePortal administrator as your LEA may have opted to not allow access.

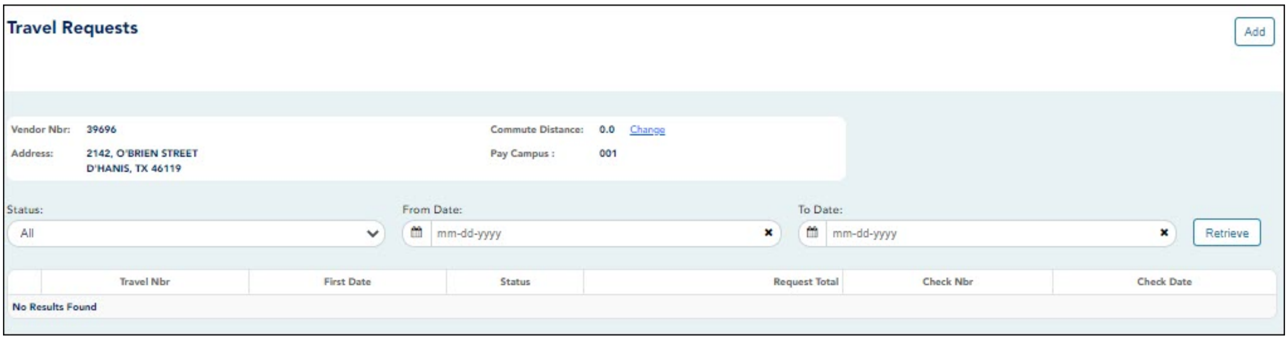
If a message is available from your LEA, it is displayed in red at the top of the page.

Employee Notes

- You can save the request and return to it at a later date, or enter a request and submit it. When the request is submitted, an email message is sent to the first approver notifying them that a request is awaiting approval.
- When the request is fully approved, you will receive an email message indicating that the request has been approved and issued for payment. If any approver disapproves the request, you will receive an email message notifying you of the disapproved request. You can change and resubmit the request according to the approver's instructions, or you can delete the request.
- If your request is disapproved, you can view the comments from the approver who disapproved the request. These comments are also included in the disapproval email message.

1. View travel request data.

The following information is displayed in the top section of the page:



Field	Description
Vendor Nbr	Your vendor number is displayed as set up in ASCENDER Finance.
Address	Your vendor address is displayed as set up in ASCENDER Finance. **Admin Note**: This address is populated from the **Remittance Address** on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab even when the **Order Address** is populated. If only the **Order Address** is populated in ASCENDER Finance, then the **Order Address** is used.

Note: Employees MUST have an established vendor number to enter travel reimbursement requests.

Commute Distance	The commute distance is displayed. This is the number of miles between your home and assigned work location. If you need to update your commute distance, click **Change**. The Please enter your one-way commute distance pop-up window opens. Type your commute distance and then click **Save** to close the pop-up window. Valid values are 0-999.9. **Admin Note**: The commute distance can also be updated on the employee's demographic record in ASCENDER Personnel.
Pay Campus	The pay campus is displayed. This is your assigned pay campus ID. **Admin Note**: The pay campus is retrieved from the highest pay frequency where the employee is active.

A list of your travel reimbursement requests is displayed if any. The following details are displayed for each travel reimbursement request:

Travel Nbr	The travel number for the existing travel reimbursement request is displayed. The travel number is assigned to a new request when it is saved or submitted. Once a request is submitted, you can track the progress of the request by the travel number.
First Date	For a single day mileage request, the date of travel is displayed. Or, for extended mileage requests, the first date of travel is displayed.
Status	The current status of the travel reimbursement request is displayed.
Request Total	The total amount of the travel reimbursement request is displayed.

Check Nbr	Once approved and processed, the travel reimbursement request becomes a Finance check transaction and is paid on the next Finance check run. The check number is displayed.
Check Date	The Finance check run date is displayed.

❏ Use the following fields to filter the travel reimbursement request data by date range and/or status.

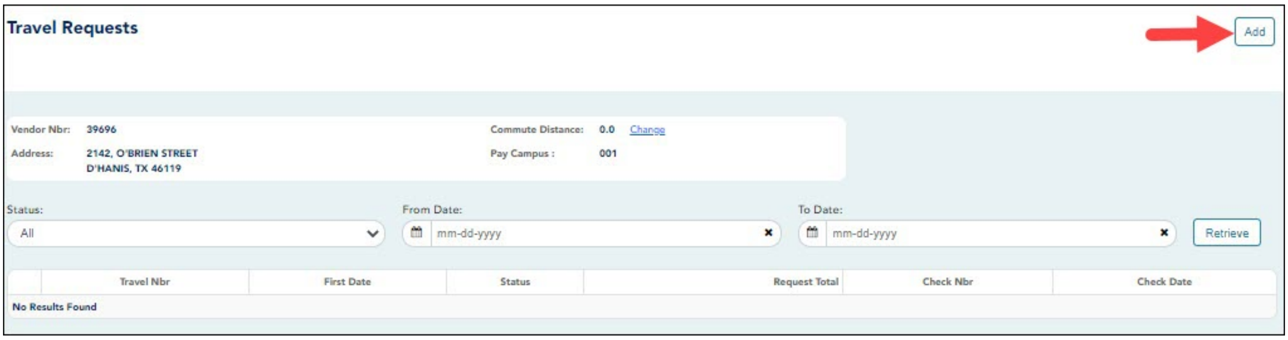
Status	Click ⌄ to select the status for which you want to view travel reimbursement request data. • *All* • *Approved* • *Pending* • *Saved*
From and To Date	Type the range of dates for which you want to view travel reimbursement request data or click 📅 to select the dates.

❏ Click **Retrieve**. A list of travel reimbursement requests for the specified date range and/or status is displayed.

2. Create, edit, and delete travel requests.

You have two options to create a travel request.

Option 1: Click **Add** in the upper-right corner of the Travel Requests page.

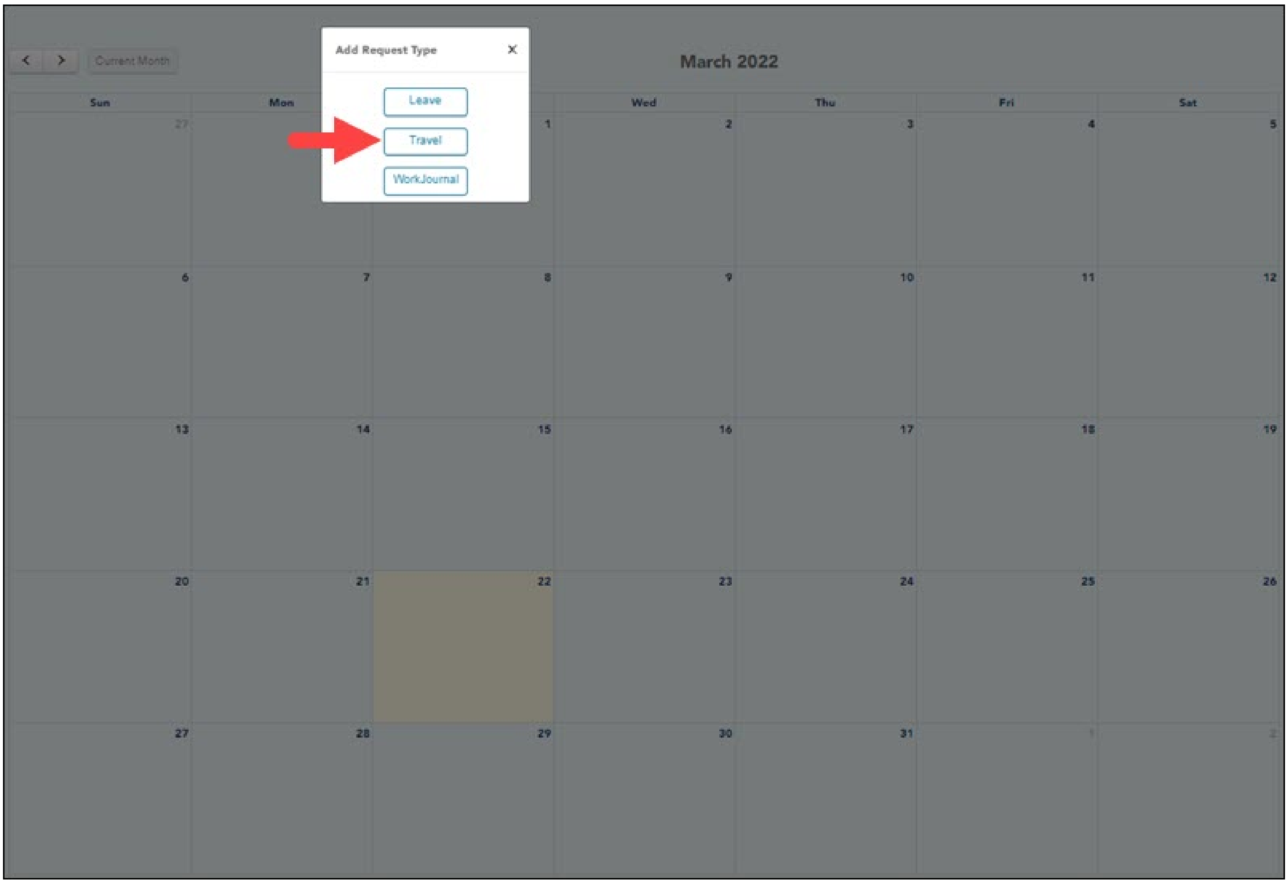


The Add Travel Request pop-up window opens allowing you to begin entering the details of your travel request.

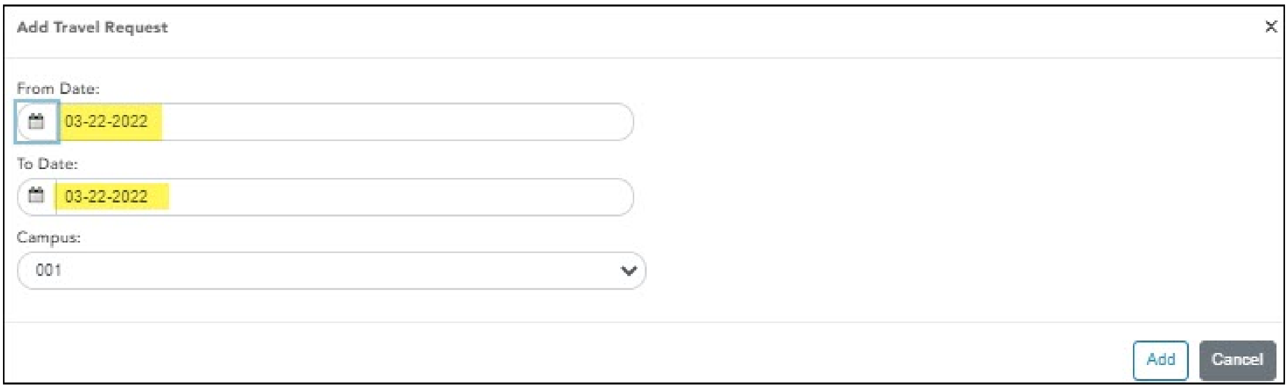
- If entering a regular mileage request, reference the **Mileage travel request** section.
- If entering an extended (multiple consecutive travel dates) mileage request, reference the **Extended travel request** section.

Option 2: From the EmployeePortal homepage calendar, you will notice that the current day is highlighted in yellow. Click the day for which you want to enter a travel request. The Add Request Type pop-up window opens allowing you select the type of request you want to enter.

TIP: If you have any existing approved, pending, or saved travel requests, the entry is displayed for that day on the calendar. You can click the entry to open the details of the request.



❑ Click **Travel**. The Add Travel Request pop-up window opens. The **From Date** and **To Date** fields are automatically populated with the date you selected from the calendar. For extended travel requests, select the applicable **To Date**.



- If entering a regular mileage request, reference the **Mileage travel request** section.
- If entering an extended (multiple consecutive travel dates) mileage request, reference the **Extended travel request** section.

Mileage travel request:

❑ If entering a single travel date or multiple consecutive travel dates for non-extended travel (mileage & incidentals), ensure the following fields are completed:

From Date	Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click to select a date. If entering a single date of travel, a **To Date** is not necessary.
To Date	Type the date on which the travel ended in the MM-DD-YYYY format. Or, click to select a date.
Campus	The campus is automatically populated with your assigned pay campus. **Admin Note**: The pay campus is retrieved from the highest pay frequency where the employee is active.

❑ If the **From Date** and **To Date** selections exceed a single day, the **Overnight Trip?** check box is displayed.

Do not select the **Overnight Trip?** check box for non-extended travel.

Note: Selecting the **Overnight Trip?** check box allows the display of the additional fields needed when creating an extended travel request entry.

❑ Click **Add**. The Travel Request page is displayed with an entry for each day of your travel with dates populated according to your selected to/from dates.

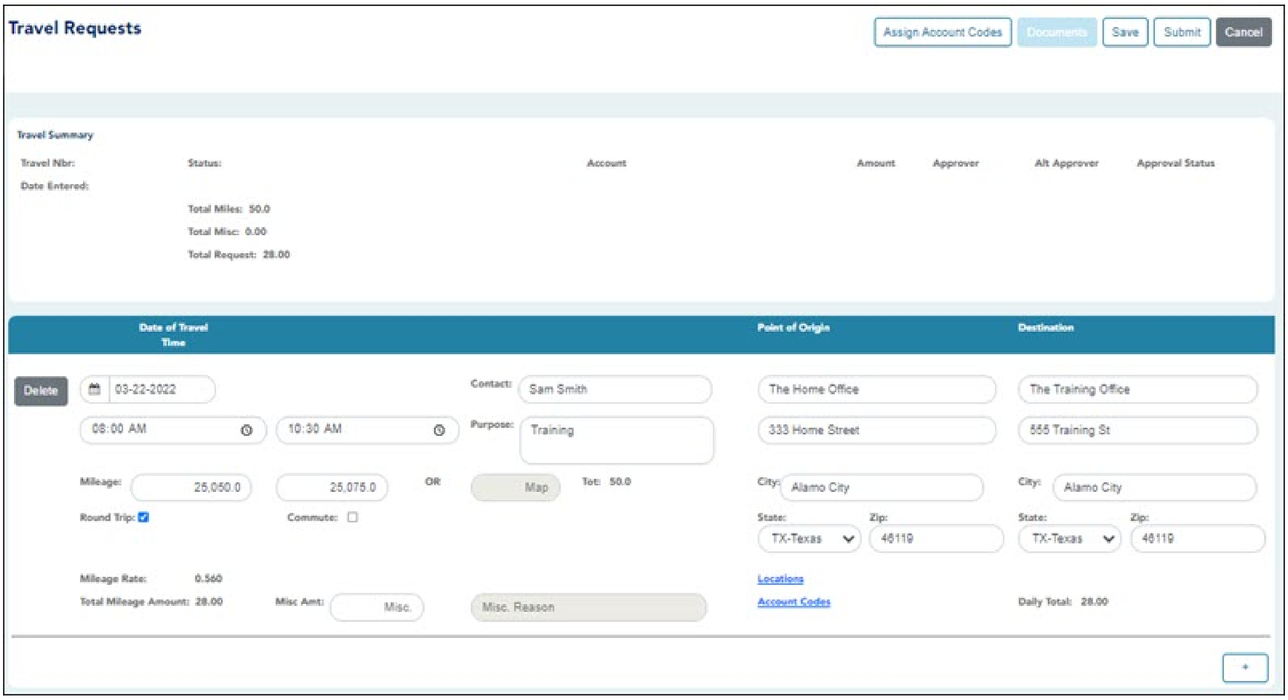
Otherwise, click **Cancel** to close the Add Travel Request pop-window and return to the

EmployeePortal calendar or the Travel Request page.

The Travel Summary is displayed at the top of the page with the following details:

Note: If you are entering a new request, this information is blank.

- **Travel Nbr** - Displays the assigned travel number.
- **Status** - Displays the status of the travel request.
- **Date Entered** - Displays the date the travel request was entered.
- **Total Miles** - Displays the total miles traveled minus commute miles.
- **Total Misc** - Displays the total amount of all miscellaneous items.
- **Total Request** - Displays the total amount of the travel request (mileage + miscellaneous items).
- **Account** - Displays the assigned account codes to be expensed.
- **Amount** - Displays the amount to be expensed for each assigned account code.
- **Approver** - Displays the approver's name.
- **Alternate Approver** - Displays the approver's alternate approver if any.
- **Approval Status** - Displays the approver's approval status (*Approved*, *Pending*, or *Returned*).



Mileage Travel Request

❑ Complete the following information for the request:

Date	The travel date is automatically populated with the date you selected in the Add Travel Request window but can be changed. Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click to select a date from the calendar.
From Time	Type the time at which you departed the origin location (start time) in the HH MM AM/PM format. Or, click to select the start time.
To Time	If the entry is round trip, type the time at which you returned to the origin location (end time) in the HH MM AM/PM format. If the entry is a one-way trip, type the time you arrived at your destination. Or, click to select the end time.
Contact	Type the name of your contact person at the destination. This field can be a maximum of 40 characters and is required.
Purpose	Type the purpose of the trip. This field can be a maximum of 180 characters and is required.
Mileage Start	Type the beginning odometer reading. If this field is used, leave the **Map** field blank.
Mileage Stop	Type the ending odometer reading. If this field is used, leave the **Map** field blank.
Mileage Map	This field can be used to enter the total reimbursable miles. If this field is used, leave the **Mileage Start/Stop** fields blank. Type the number of miles from the point of origin to the destination point if one-way, calculated using mapping software. For round-trip, double the mileage of the one-way total.
Tot	The total mileage (Start Mileage - Stop Mileage) for the entry is calculated and displayed.
Round Trip	Select to indicate that the entry is round trip with the same mileage each way (two one-way trips, one from Point A to Point B and the other from Point B to Point A). Selecting **Round Trip** doubles the total mileage for the entry.
Commute	Select to include your commute distance in the mileage calculation. This is the mileage that you would normally travel from home to work and vice versa. If **Round Trip** is selected, the commute mileage is deducted twice from the total mileage. If **Round Trip** is not selected, the commute mileage is only deducted once from the total mileage. For example, if you enter a one-way trip leaving from home to a destination for a total of 50 miles and your commute distance is set to 20 miles, then your total mileage for the request is 30 miles (50 - 20).
Mileage Rate	The mileage reimbursement rate is displayed. This rate is set up in the ASCENDER Finance application according to the travel dates.
Total Mileage Amount	The total amount to be reimbursed for the entry (Total Mileage - Commute Distance x Mileage Reimbursement Rate) is displayed.
Misc Amt	Type the amount of any additional expenses for items such as tolls, parking fees, etc. In the **Misc Reason** field, indicate the reason for the miscellaneous amount.

TIP: If the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled, the Location Locking feature has been enabled by your EmployeePortal administrator and you must click the Locations link to select from a predefined list of travel locations and distances.

❑ Under **Point of Origin**:

Origin Description	Type a description for the starting location.
Origin Address	Type the address at which you started.
City	Type the city name for the origin address. This field can be a maximum of 25 characters.
State	Click to select a state for the origin address.
Zip	Type the five-digit zip code for the origin address.

❑ Under **Destination**:

Destination Description	Type a description for the ending location.
Destination Address	Type the address to which you traveled.
City	Type the city name for the destination address. This field can be a maximum of 25 characters.
State	Click to select a state for the destination address.
Zip	Type the five-digit zip code for the destination address.

❑ If Location Locking is enabled, click the **Locations** link to open and select from a predefined list of travel locations.

Assign account codes:

❑ Click the **Account Codes** link to assign an account code to a specific travel day within the travel request. Or, click the **Assign Account Codes** button at the top of the page to assign account codes to the entire travel request.

The Assign Account Codes pop-up window opens allowing you to enter account code information for the travel request. Only account codes to which you have access are displayed.

The **Assign Account Codes** button overrides any accounts code assignments for a specific travel day within a travel request.

- Click **+Add** to add a blank account code line. You can add additional account codes rows as needed.
- In the **Account Code** column, type the account code. Or, click ⋮ to open the Account Codes pop-up window and search for an account code.
  - Type the applicable account code components, click ⋮ to open the Fund Search pop-up window, or leave blank for all account codes, and then click **Search**. A list of available account codes is displayed.
  - Select an account code from the list. The **Account Code** and **Description** fields are populated with the selected account code.
  - Click **Clear** to clear your selections.
  - Click X to close the Account Codes pop-up window.
- In the **Percent** column, type the percent of the travel request amount to be expensed to the account code. Or, in the **Amount** column, type the dollar amount of the travel request amount to be expensed to the account code.

❏ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

❏ Click **Calculate Amount** to populate the **Amount** column based on the percentage entered in the **Percent** column.

The total percentage and amount distribution for all accounts listed is displayed.

❏ Click **OK** to save your changes and close the pop-up window. Click **X** or **Cancel** to close the pop-up window without saving your changes.

❏ Click **+** to add an additional travel request entry.

Extended travel request:

❏ If entering multiple consecutive travel dates for extended travel (mileage, lodging, meals, and incidentals), complete the following fields:

From Date	Type the date on which the travel occurred in the MM-DD-YYYY format. Or, click 📅 to select a date. If entering an extended travel request, indicate the first date of travel.
To Date	Type the date on which the travel ended in the MM-DD-YYYY format. Or, click 📅 to select a date. If entering an extended travel request, indicate the last date of travel.

Campus	The campus is automatically populated with your assigned pay campus. **Admin Note**: The pay campus is retrieved from the highest pay frequency where the employee is active.

❏ If the **From Date** and **To Date** selections exceed a single day, the **Overnight Trip?** check box is displayed.

Select the **Overnight Trip?** check box. The time fields are displayed.

Note: Selecting the **Overnight Trip?** check box allows the display of the additional fields needed when creating an extended travel request entry.

From Time	Type the time at which you departed the origin location (start time) in the HH MM AM/PM format. Or, click 🕓 to select the start time.
To Time	Type the time at which you returned to the origin location (end time) in the HH MM AM/PM format. Or, click 🕓 to select the end time.

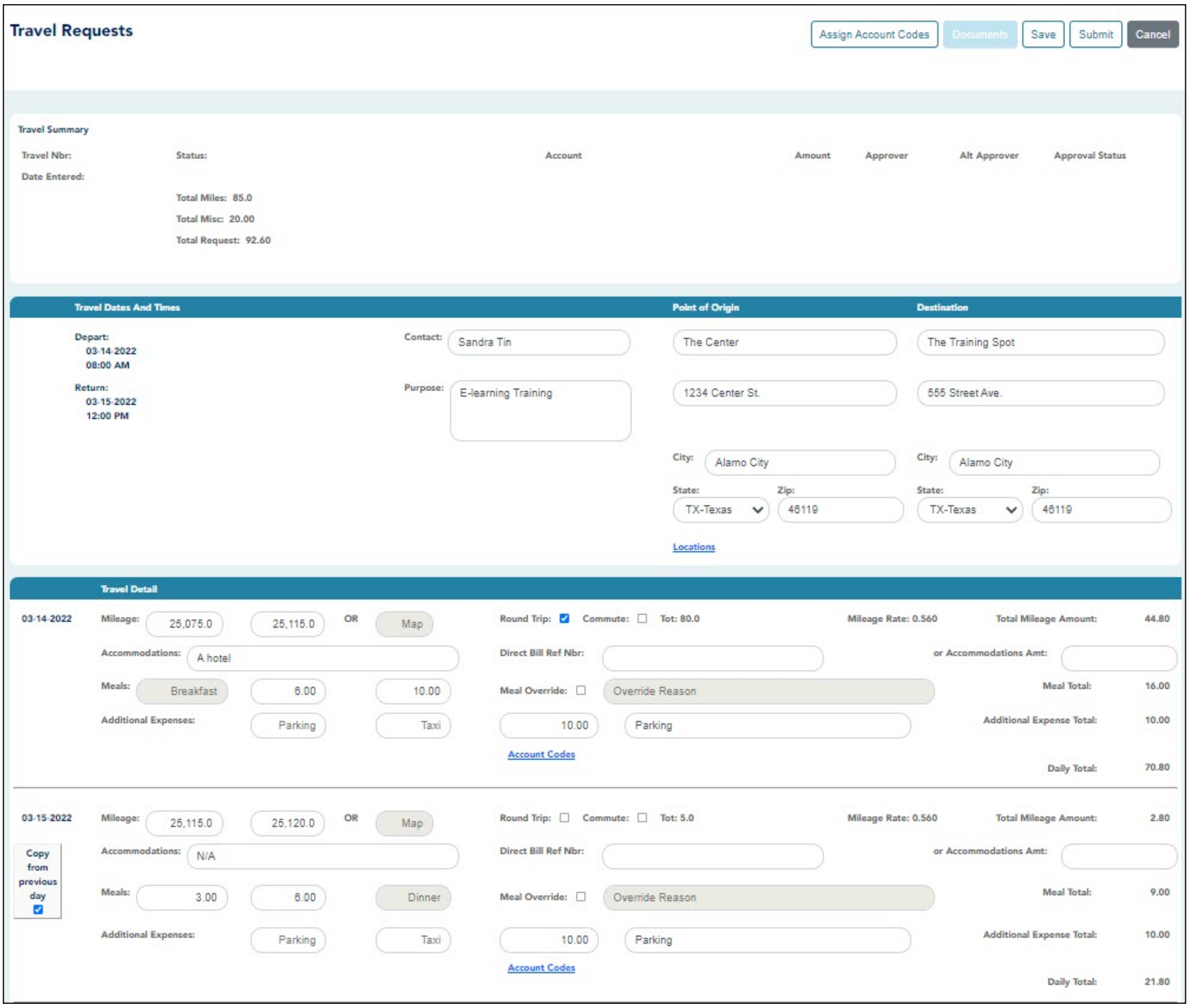
❏ Click **Add**. The Travel Request page is displayed with an entry for each day of your travel with dates populated according to your selected to/from dates.

Otherwise, click **Cancel** to close the Add Travel Request pop-window and return to the EmployeePortal calendar or the Travel Request page.

The Travel Summary is displayed at the top of the page with the following details:

Note: If you are entering a new request, this information is blank.

- **Travel Nbr** - Displays the assigned travel number.
- **Status** - Displays the status of the travel request.
- **Date Entered** - Displays the date the travel request was entered.
- **Total Miles** - Displays the total miles traveled minus commute miles.
- **Total Misc** - Displays the total amount of all miscellaneous items.
- **Total Request** - Displays the total amount of the travel request (mileage + miscellaneous items).
- **Account** - Displays the assigned account codes to be expensed.
- **Approver** - Displays the approver's name.
- **Alternate Approver** - Displays the approver's alternate approver if any.
- **Approval Status** - Displays the approver's approval status (*Approved*, *Pending*, or *Returned*).



Extended Travel Request

❏ Complete the following information for the request:

The **Depart** and **Return** fields are automatically populated with the dates and times selected in the Add Travel Request pop-up window.

❏ After all travel details have been entered for the first day's entry, the **Copy from Previous Day** check box is displayed on subsequent entries. Select this check box to copy all travel details from the previous day's entry and make changes as needed. This feature overrides any existing data and replaces it with the previous day details. If selecting this check box on the last travel day and the day from which you are copying has a dinner amount, the **Dinner** field will not be populated if the return time is not later than the **Dinner Eligible Return Time** as defined in ASCENDER Finance.

Contact	Type the name of your contact person at the destination. This field can be a maximum of 40 characters and is required.
Purpose	Type the purpose of the trip. This field can be a maximum of 180 characters and is required.

❏ Under **Point of Origin**:

Origin Description	Type a description for the starting location.
Origin Address	Type the address at which you started.
City	Type the city name for origin address. This field can be a maximum of 25 characters.
State	Click ⌄ to select a state for the origin address.
Zip	Type the five-digit zip code for the origin address.

❏ Under **Destination**:

Destination Description	Type a description for the ending location.
Destination Address	Type the address to which you traveled.
City	Type the city name for the destination address. This field can be a maximum of 25 characters.
State	Click ⌄ to select a state for the destination address.
Zip	Type the five-digit zip code for the destination address.

❏ Under **Travel Detail**, there is an entry section for each travel day. Complete the applicable fields:

Mileage Start	Type the beginning odometer reading. If this field is used, leave the **Map** field blank.
Mileage Stop	Type the ending odometer reading. If this field is used, leave the **Map** field blank.
Mileage Map	This field can be used to enter the total reimbursable miles. If this field is used, leave the **Mileage Start/Stop** fields blank. Type the number of miles from the point of origin to the destination point if one-way, calculated using mapping software. For round-trip, double the mileage of the one-way total.
Round Trip	Select to indicate that the entry is round trip with the same mileage each way (two one-way trips, one from Point A to Point B and the other from Point B to Point A). Selecting **Round Trip** doubles the total mileage for the entry.
Commute	Select to include your commute distance in the mileage calculation. This is the mileage that you would normally travel from home to work and vice versa. If **Round Trip** is selected, the commute mileage is deducted twice from the total mileage. If **Round Trip** is not selected, the commute mileage is only deducted once from the total mileage. For example, if you enter a one-way trip leaving from home to a destination for a total of 50 miles and your commute distance is set to 20 miles, then your total mileage for the request is 30 miles (50 - 20).
Tot	The total mileage (Start Mileage - Stop Mileage) for the entry is calculated and displayed.
Mileage Rate	The mileage reimbursement rate is displayed. This rate is set up in ASCENDER Finance according to the travel dates.

Total Mileage Amount	The total amount to be reimbursed for the entry (Total Mileage - Commute Distance x Mileage Reimbursement Rate) is displayed.
Accommodations	If a hotel stay was necessary, type the name of the hotel. This field can be a maximum of 35 characters. The hotel expense can be paid one of two ways: You can pay the bill and request reimbursement. In this case, type the amount in the **Reimbursement Amt** field. The hotel can direct bill the LEA or service center. In this case, type the reference number in the **Direct Bill Ref Nbr** field (up to 20 characters).
Meals	In the **Breakfast**, **Lunch**, and **Dinner** fields, type the amount for incurred meal expenses. These amounts cannot exceed the limits set by your EmployeePortal administrator in ASCENDER Finance. **Notes**: • To be reimbursed for breakfast on the first travel day, the from (departure) time must be earlier than the **Breakfast Eligible Depart Time** as defined in ASCENDER Finance. • To be reimbursed for dinner on the last travel day, the to (return) time must be later than the **Dinner Eligible Return Time** as defined in ASCENDER Finance. If you need further information about these amounts and times, contact your supervisor or EmployeePortal administrator.
Meal Override	Select if any meal expenses for the date exceeded the limits. If selected, an explanation is required in the **Override Reason** field.
Meal Total	The sum of expenses for breakfast, lunch, and dinner is displayed.
Additional Expenses	In the **Parking**, **Taxi**, or **Misc** fields, type the amount of any parking, taxi, or miscellaneous expenses for the day. The **Misc** field is used for expenses that do not fall under any of the other categories. If an amount is entered in the **Misc** field, an explanation is required in the **Misc Reason** field.
Additional Expense Total	The sum of all additional expenses for the day is displayed.
Daily Total	The sum of all expenses for the day is displayed.

Assign account codes:

❏ Click the **Account Codes** link to assign an account code to a specific travel day within the travel request. Or, click the **Assign Account Codes** button at the top of the page to assign account codes to the entire travel request.

The Assign Account Codes pop-up window opens allowing you to enter account code information for the travel request. Only account codes to which you have access are displayed.

The **Assign Account Codes** button overrides any accounts code assignments for a specific travel day within a travel request.

- Click **+Add** to add a blank account code line. You can add additional account codes rows as needed.
- In the **Account Code** column, type the account code. Or, click ⋮ to open the Account Codes pop-up window and search for an account code.
    - Type the applicable account code components, click ⋮ to open the Fund Search pop-up window, or leave blank for all account codes, and then click **Search**. A list of available account codes is displayed.
    - Select an account code from the list. The **Account Code** and **Description** fields are populated with the selected account code.
    - Click **Clear** to clear your selections.
    - Click X to close the Account Codes pop-up window.
- In the **Percent** column, type the percent of the travel request amount to be expensed to the account code. Or, in the **Amount** column, type the dollar amount of the travel request amount to be expensed to the account code.

❑ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

❑ Click **Calculate Amount** to populate the **Amount** column based on the percentage entered in the **Percent** column.

The total percentage and amount distribution for all accounts listed is displayed.

❑ Click **OK** to save your changes and close the pop-up window. Click **X** or **Cancel** to close the pop-up window without saving your changes.

Once you have completed your travel request:

❑ Click **Save** to save the request without submitting it for approval. The **Documents** button at the top of the page is enabled allowing you to upload documents such as receipts, maps, etc. Once the request is saved, you can return to it at a later time to make changes and/or submit it for approval.

❑ Click **Submit** to submit the request for approval. The request is sent through the appropriate approval path.

You will receive an email message when the request is approved/returned.

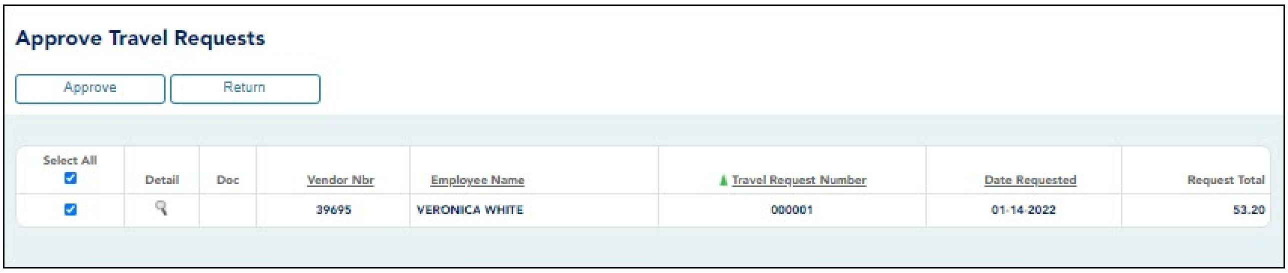
❏ Click **Cancel** to return to the Travel Requests page.

3. (**Approvers only**) Approve travel requests.

ASCENDER EmployeePortal > Travel Reimbursement Requests > Approve Travel Requests

This page is used to approve or return employee travel requests.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.



When you access the Approve Travel Requests page, a list of travel requests pending your action is displayed if any. The list is automatically sorted by the **Travel Request Number**. However, you can re-sort the list by clicking another underlined column.

❏ Select the requests that you want to approve or return. You can select individual requests (check boxes) or select the top **Select All** check box to select all requests (check boxes).

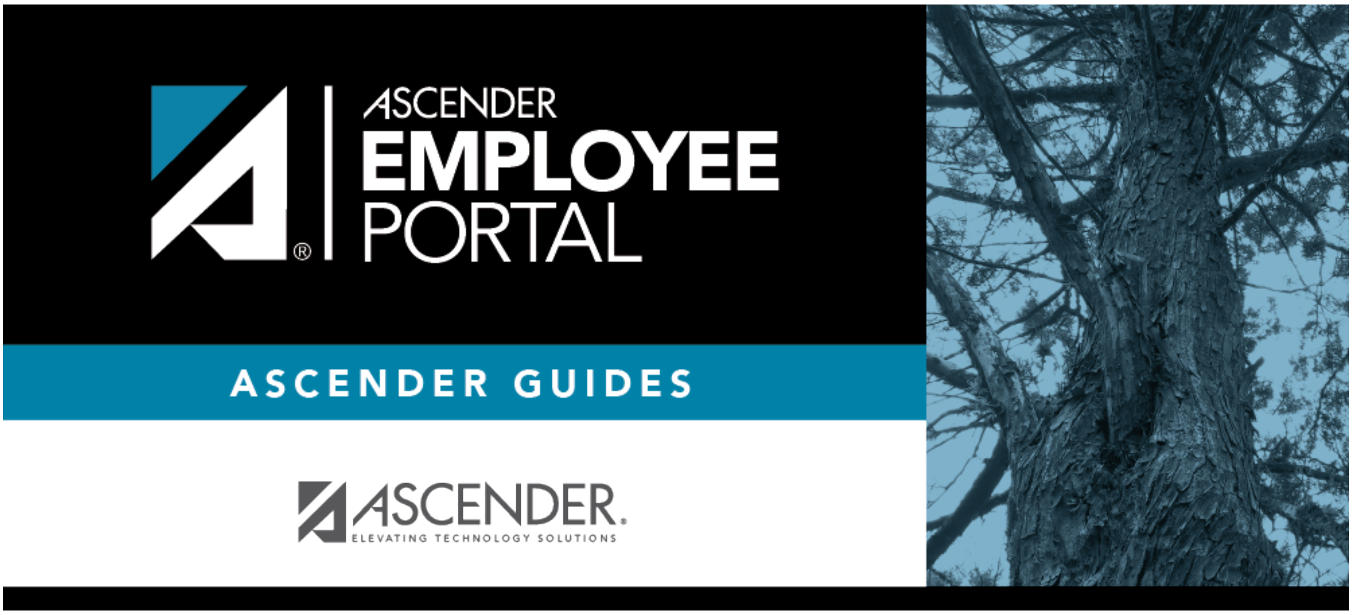
The following information is displayed for each travel request.

Field	Description
Detail	Click to view the travel request details. The travel details are display only and cannot be edited.
Doc	If documents exist for the travel request, is displayed. Click to open the Document Attachments pop-up and view the existing uploaded documents.
Vendor Nbr	The employee's vendor number is displayed, as set up in ASCENDER Finance.
Employee Name	The employee's name is displayed.
Travel Request Number	The assigned travel number for the travel request is displayed.
Date Requested	The date the travel request was submitted is displayed.
Request Total	The total amount of the travel request is displayed.

❏ Click **Approve** to approve the request. If you are the final approver, an email message is sent to the employee notifying them of the action (approved/returned) taken on the request.

- If the request is approved or returned, the request is no longer displayed in the list of pending travel requests.
- If the request is not selected and no action is taken, the request remains in the list of pending travel requests.

❏ Click **Return** to return the request to the employee. The request is no longer displayed in the list of pending travel requests.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