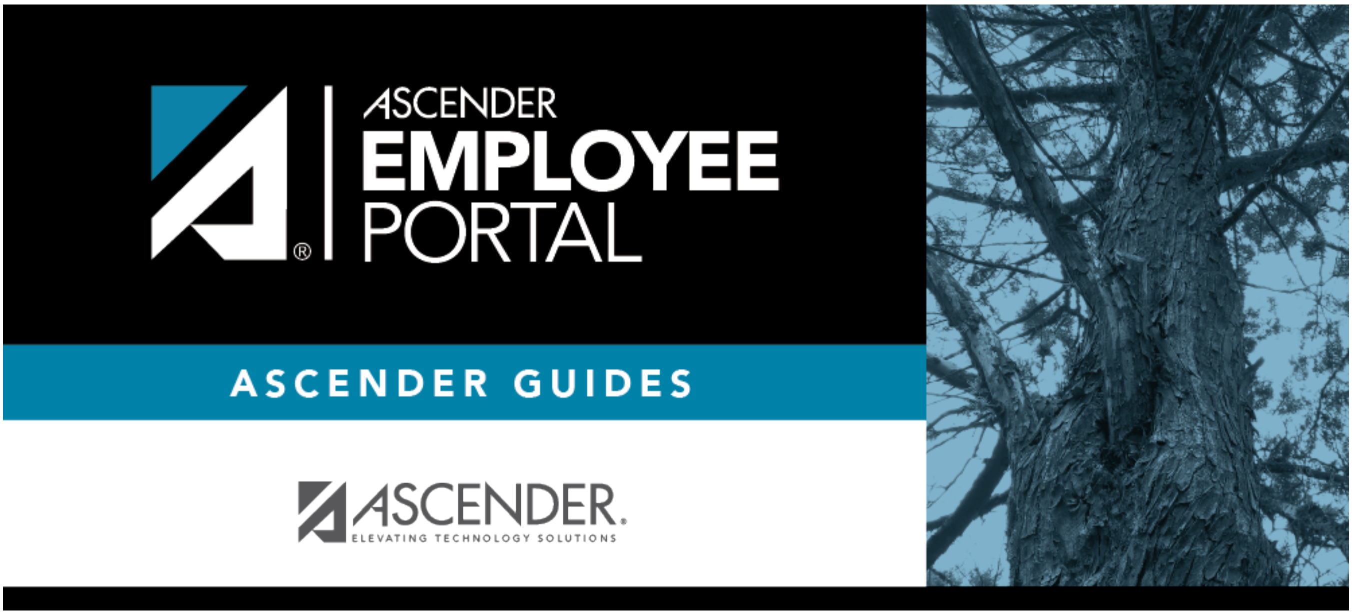

Employee Guide: Update Demographic & Payroll Information (Self-Service)

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Employee Guide: Self Service Updates

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.

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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.

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.

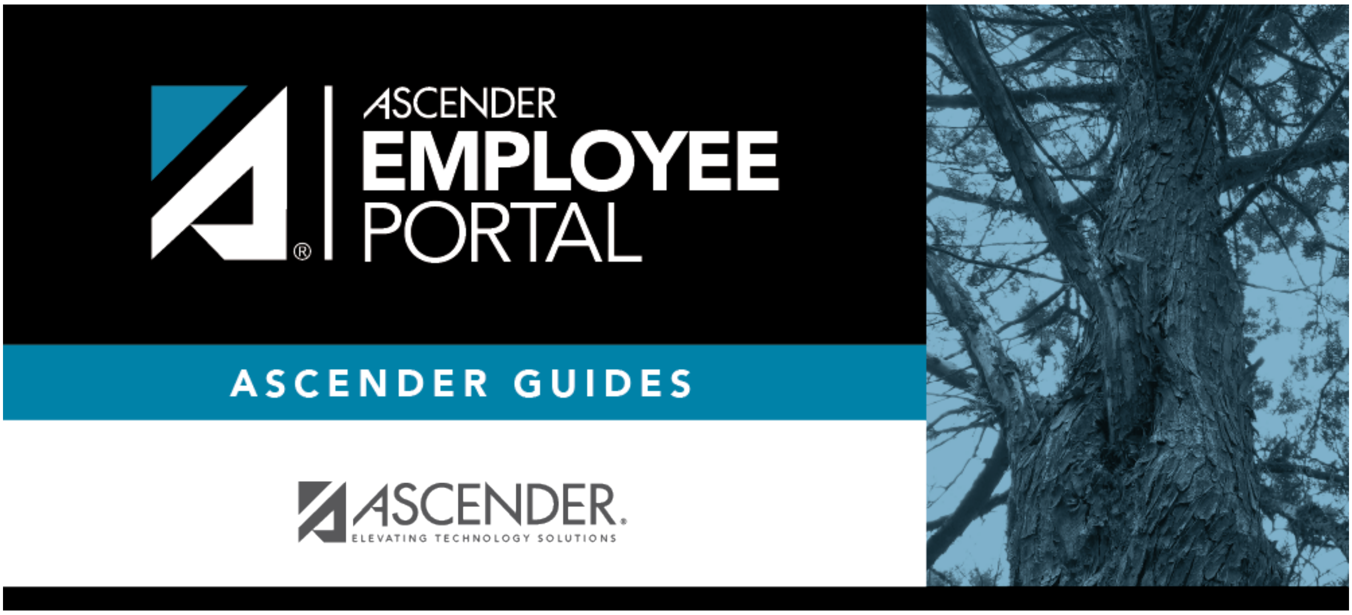
Under **Direct Deposit Bank Accounts**:

❏ 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.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