



EmployeePortal Guides

Table of Contents

EmployeePortal Guides 1

EmployeePortal Guides

Admin Note: The Admin Guide: ASCENDER EmployeePortal Setup is available on the ASCENDER Resources page (accessible by ESC consultants) or the Business online Help.

- ☐ [Employee Guide: Create Account & Login](#)
- ☐ [Employee Guide: View Earnings & Tax Information](#)
- ☐ [Employee Guide: Update Demographic & Payroll Information \(Self-Service\)](#)
- ☐ [Employee Guide: Manage Leave](#)
- ☐ [Employee Guide: Manage Travel](#)
- ☐ [Employee Guide: Manage WorkJournal Requests](#)
- ☐ [Supervisor Guide: Manage Leave Data and Requests & Set Temporary Approvers](#)



Back Cover