



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS





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# Autoservicio

## EmployeePortal > Autoservicio

Esta página se usa para capturar y solicitar actualizaciones a su información demográfica y de nómina. Se muestra la información que existe actualmente en su expediente.

Haga clic en su nombre en la esquina superior izquierda o haga clic  en cualquier momento para acceder a la página de Autoservicio de perfil.

☐ Su agencia educativa local determina cuáles campos puede visualizar y actualizar. Los cambios que envíe pueden pasar por un proceso de aprobación.

☐ Su información actual se muestra en las columnas **Actual** y **Nueva**.

- La columna **Actual** es solamente para consulta y no puede modificarse.
- La columna **Nueva** solamente está habilitada si su agencia educativa local permite modificar los datos. Si los campos de la columna Nueva están habilitados, puede capturar sus cambios y haga clic en **Guardar**. La información se guarda y se envía para su aprobación.
- Las solicitudes pendientes se marcan en amarillo después de enviar los cambios. Si no se requiere aprobación, los cambios se hacen automáticamente. Si las solicitudes están pendientes de aprobación, puede seguir modificando su solicitud hasta que haya sido aprobada y actualizada en el sistema.
- Haga clic en **Deshacer** para devolver los datos a su estado original. Aparecerá un mensaje para confirmar que desea cancelar sus cambios.
  - Haga clic en **OK** para cancelar los cambios solicitados.
  - De lo contrario, haga clic en **Cancelar** para cerrar el mensaje sin cambiar su solicitud.
- Si los campos no se actualizan automáticamente, se enviará un mensaje por correo electrónico al aprobador correspondiente, pidiéndole que apruebe los cambios enviados.
- Usted recibirá un correo electrónico automatizado que contendrá los cambios y lo informará que dichos cambios están pendientes de aprobación.

☐ Para borrar información, borre los datos de la columna **Nueva** y haga clic en **Guardar**.

☐ Las cuentas bancarias de depósito directo que se van a borrar se marcan en rojo.

☐ Si el mismo campo se modifica más de una vez, el cambio más reciente sustituye al anterior.

☐ Algunos campos pueden requerir que envíe documentación a su empleador. Si se requiere documentación, los campos se identifican en el mensaje de correo electrónico automatizado.

### Actualizar su expediente demográfico:

|              |                                                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------|
| <b>Title</b> | Click ▼ to select your legal title. If this field is not required by the LEA, you can leave it blank. |
| <b>Last</b>  | Type your 25-character maximum last name. This field is required.                                     |
| <b>First</b> | Type your 17-character maximum first name. This field is required.                                    |

|                   |                                             |
|-------------------|---------------------------------------------|
| <b>Middle</b>     | Type your 14-character maximum middle name. |
| <b>Generation</b> | Click ▼ to select your generation code.     |

Under **Marital Status**:

|              |                                        |
|--------------|----------------------------------------|
| <b>Local</b> | Click ▼ to select your marital status. |
|--------------|----------------------------------------|

Under **Driver's License**:

|               |                                                                                                     |
|---------------|-----------------------------------------------------------------------------------------------------|
| <b>Number</b> | Type your driver's license number. The field can be a maximum of 19 characters.                     |
| <b>State</b>  | Click ▼ to select the two-character abbreviation of the state in which you hold a driver's license. |

Under **Restriction Codes**:

|               |                                                                                                                                              |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local</b>  | Click ▼ to select the code that indicates whether to restrict your email address, phone number, and street address from local distribution.  |
| <b>Public</b> | Click ▼ to select the code that indicates whether to restrict your email address, phone number, and street address from public distribution. |

Under **Emergency Contact Information**:

|                        |                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>            | Type the name of the person to contact in case of an emergency. The field can be a maximum of 26 characters.                     |
| <b>Phone Number</b>    | Type the three-digit area code, seven-digit phone number, and four-digit maximum extension number of your emergency contact.     |
| <b>Relationship</b>    | Type the relationship with your emergency contact. The field can be a maximum of 25 characters.                                  |
| <b>Emergency Notes</b> | Type any important notes that may be pertinent about you in an emergency situation. The field can be a maximum of 25 characters. |

Under **Email**: When an email address is updated, email messages are sent to both the old and new email addresses notifying you of the change.

|                              |                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------|
| <b>Work E-mail Address</b>   | Type your work email address. The field can be a maximum of 45 characters.               |
| <b>Verify E-mail Address</b> | Type the same address that you entered in the previous <b>Work E-mail Address</b> field. |
| <b>Home E-mail Address</b>   | Type your home email address. The field can be a maximum of 45 characters.               |
| <b>Verify E-mail Address</b> | Type the same address that you entered in the previous <b>Home E-mail Address</b> field. |

Under **Mailing Address**:

|                        |                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Number</b>          | Type the street number for your mailing address. The field can be a maximum of eight characters.                      |
| <b>Street/P.O. Box</b> | Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters. |
| <b>Apt</b>             | Type the apartment number for your mailing address. The field can be a maximum of seven characters.                   |

|              |                                                                                               |
|--------------|-----------------------------------------------------------------------------------------------|
| <b>City</b>  | Type name of your city for your mailing address. The field can be a maximum of 17 characters. |
| <b>State</b> | Click ▼ to select the two-character abbreviation of your state for your mailing address.      |
| <b>Zip</b>   | Type the five-digit zip code for your mailing address.                                        |
| <b>Zip+4</b> | Type the additional four digits of your zip code.                                             |

Under **Alternate Address:**

|                        |                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Number</b>          | Type the street number for your mailing address. The field can be a maximum of eight characters.                      |
| <b>Street/P.O. Box</b> | Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters. |
| <b>Apt</b>             | Type the apartment number for your mailing address. The field can be a maximum of seven characters.                   |
| <b>City</b>            | Type name of your city for your mailing address. The field can be a maximum of 17 characters.                         |
| <b>State</b>           | Click ▼ to select the two-character abbreviation of your state for your mailing address.                              |
| <b>Zip</b>             | Type the five-digit zip code for your mailing address.                                                                |
| <b>Zip+4</b>           | Type the additional four digits of your zip code.                                                                     |

Under **Phone Numbers:**

|                 |                                                                                                                                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Home</b>     | Type the three-digit area code and seven-digit phone number of your home phone.                                                    |
| <b>Cell</b>     | Type the three-digit area code and seven-digit phone number of your cell phone.                                                    |
| <b>Business</b> | Type the three-digit area code, seven-digit phone number, and four-digit maximum business extension number of your business phone. |

**Update your payroll record:**

**SELF SERVICE PAYROLL MESSAGE**

Payroll Frequency: Semimonthly ▼

**W4 Marital Status Information**

|                      | Current    | New                                                |
|----------------------|------------|----------------------------------------------------|
| W4 Marital Status    | S - Single | M - Married ▼                                      |
| Nbr of Exemptions    | 0          | <input type="text"/>                               |
| W4 Filing Status     |            | ▼                                                  |
| W4 Multi-Jobs        |            | <input type="radio"/> Yes <input type="radio"/> No |
| W4 Children under 17 |            | <input type="text"/>                               |
| W4 Other Dependents  |            | <input type="text"/>                               |
| W4 Other Exemptions  |            | <input type="text"/>                               |
| W4 Other Income      |            | <input type="text"/>                               |
| W4 Other Deductions  |            | <input type="text"/>                               |

Update Undo

**Direct Deposit Bank Accounts**

|                | Primary                          | Current              | New                                                                                                  |
|----------------|----------------------------------|----------------------|------------------------------------------------------------------------------------------------------|
| Bank Name      | <input checked="" type="radio"/> | DILLEY STATE BANK    | <input type="text" value="DILLEY STATE BANK"/> <input type="text" value="804371980"/> <span>+</span> |
| Bank Acct Nbr  |                                  | 1400749              | <input type="text" value="1400749"/>                                                                 |
| Bank Acct type |                                  | 2 - Checking account | <input type="text" value="2 - Checking account"/> ▼                                                  |
| Bank Acct Amt  |                                  | 0.00                 |                                                                                                      |

Add Update Undo Delete

**Payroll Frequency** Click ▼ to select the pay frequency for which you wish to view or change payroll information.

☐ 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.



**IMPORTANT:** As of 2020, the Form W-4 was updated. Refer to the [IRS W-4 Instructions](#) for complete details about completing the W-4 fields. Also, be sure to review [Publication 15-T Federal Income Tax Withholding](#), which contains the withholding tax calculations and the [FAQs on the draft 2020 Form W-4](#) page, which contains helpful information.

**Note:** Due to IRS Withholding calculation changes, the **W4 Marital Status** and **Nbr of Exemptions** fields are no longer used after December 31, 2019.

|                          |                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filing Status</b>     | Click  to select a filing status.<br><br><i>H Head of household</i><br><i>M Married filing jointly</i><br><i>S Single or Married filing separately</i>                                                                                                             |
| <b>Multi-Jobs</b>        | Select to indicate that there are multiple jobs in the household. Per IRS, complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.                                                         |
| <b>Children under 17</b> | Type the number of children in the household under the age of 17 as of December 31. Per IRS, including these credits will increase your paycheck (i.e., lower the amount withheld from your paycheck by \$2,000 per child) and reduce the amount of any refund you may receive when you file your tax return (i.e., lowers your tax return credit). |
| <b>Other Dependents</b>  | Type the number of other dependents in the household.                                                                                                                                                                                                                                                                                               |
| <b>Other Exemptions</b>  | Type the amount of any other exemptions that may affect your federal income tax withholding.                                                                                                                                                                                                                                                        |
| <b>Other Income</b>      | Type the amount of any other income that may affect your federal income tax withholding.                                                                                                                                                                                                                                                            |
| <b>Other Deductions</b>  | Type the amount of any other deductions that may affect your federal income tax withholding. Per IRS, this is useful if you expect to claim deductions other than the standard deduction and want to reduce your withholding.                                                                                                                       |

**Note:** For **W-4 Extra withholding**, contact your Human Resources/Payroll department to set up any additional tax you want withheld each pay period.

The **IRS Lock-in Letter** field is only displayed if the IRS has determined that you do not have sufficient withholding and a Lock-in Letter has been issued and updated on your pay info record in ASCENDER. For more information about the IRS Lock-in Letter, visit the IRS website. If you have questions, contact your Human Resources/Payroll department.

☐ 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.

**Note:** The number of direct deposit accounts is determined by the LEA. If the LEA only allows one direct deposit bank and one already exists, you will not be allowed to enter and save a second one unless you delete the first one. If the LEA allows zero direct deposit banks and you have one or more, the banks will remain until you make a change. Once you attempt to make a change to the bank, the system will not allow you to save the change.

|                       |                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary</b>        | Select to indicate whether the bank account is the primary account for your paycheck to be directly deposited. Only one account can be selected as the primary account.                                                                                                                                                                                |
| <b>Bank</b>           | Click ▼ to select a bank. A window opens with a list of all available bank names and their respective routing numbers. Click the routing number to select a bank, the bank name and routing number are displayed.                                                                                                                                      |
| <b>Bank Acct Nbr</b>  | Type the bank account number associated with the bank code. The field can be a maximum of 17 characters.<br>This account number is used for the direct deposit of your paycheck.<br><br>This account number must be associated with the bank name entered in the <b>Bank</b> field.                                                                    |
| <b>Bank Acct Type</b> | Click ▼ to select the code to indicate the account type (e.g., checking or savings                                                                                                                                                                                                                                                                     |
| <b>Bank Acct Amt</b>  | Type the amount to be deposited into the account at the bank indicated.<br>The primary account displays a blank account amount.<br><br>All secondary accounts must contain an amount. Those amounts are distributed, and the remainder of the paycheck will be sent to the primary account.<br><br>The bank account amount cannot exceed 9,999,999.99. |



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