

## INSTRUCTIONS FOR USING ASCENDER EMPLOYEE PORTAL

Go to the Melissa Schools website: [www.melissaisd.org](http://www.melissaisd.org)

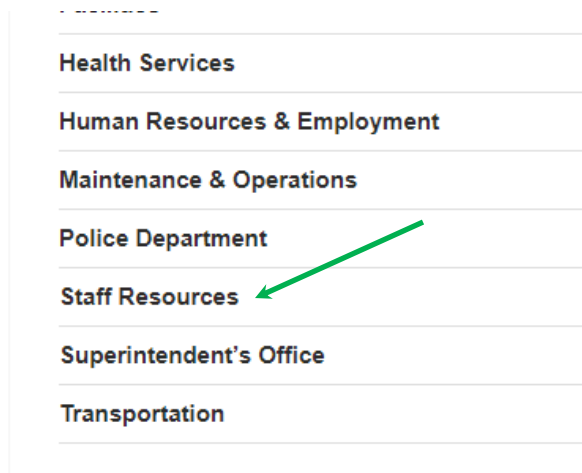
Click on **Departments** at the top of the page:



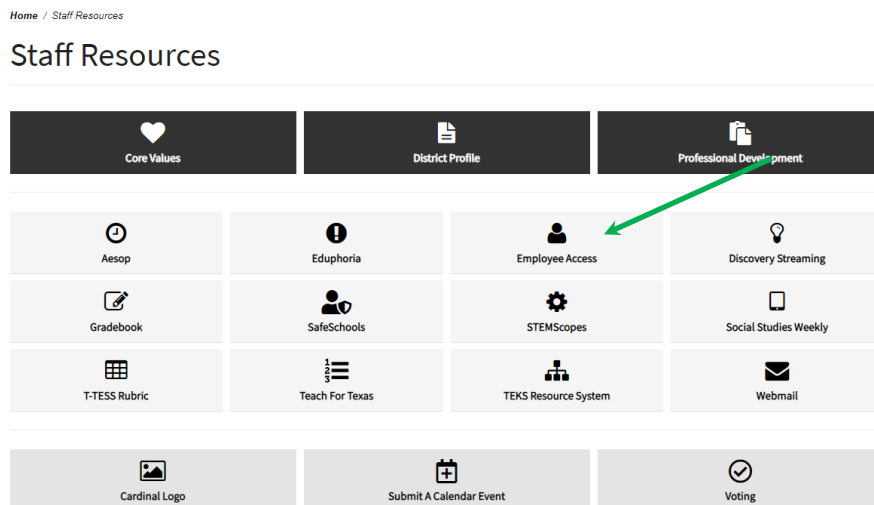
# Welcome to Melissa Schools!

HOME OF THE CARDINALS

Click on **Staff Resources**:

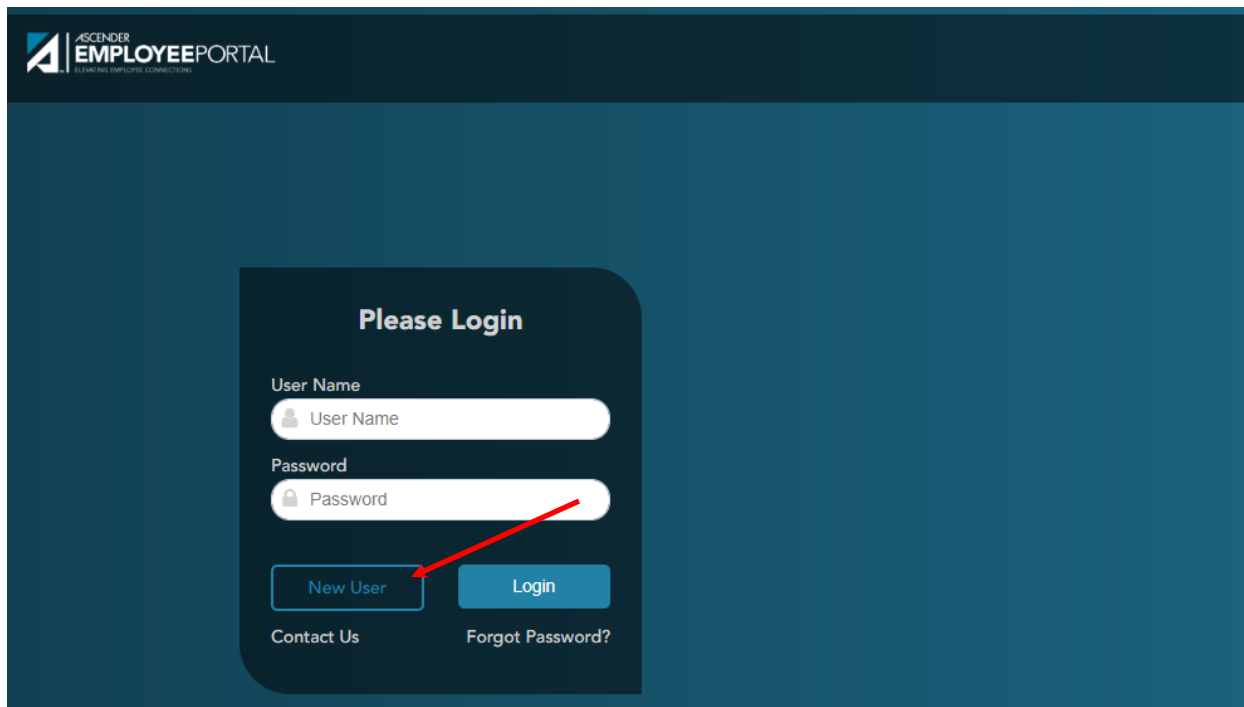


Click on **Employee Access**:

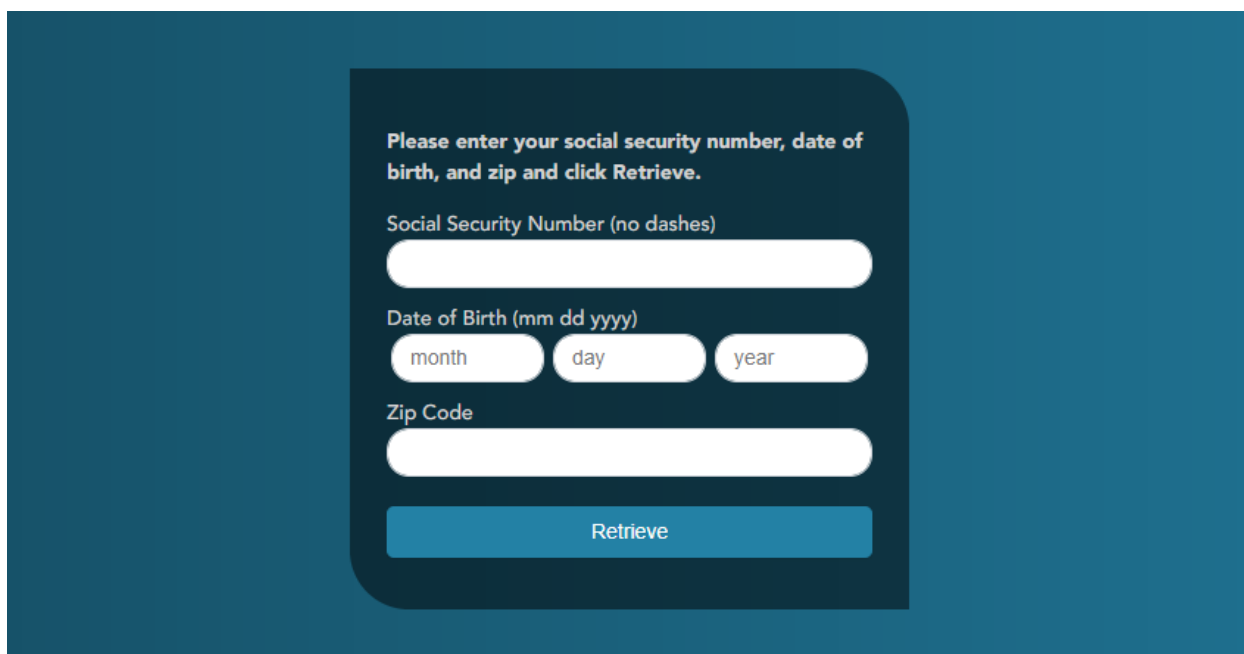


If you have never used the Employee Portal\* before, click **New User**:

\*Please note that the Employee Portal login is separate from standard TxEIS access\*

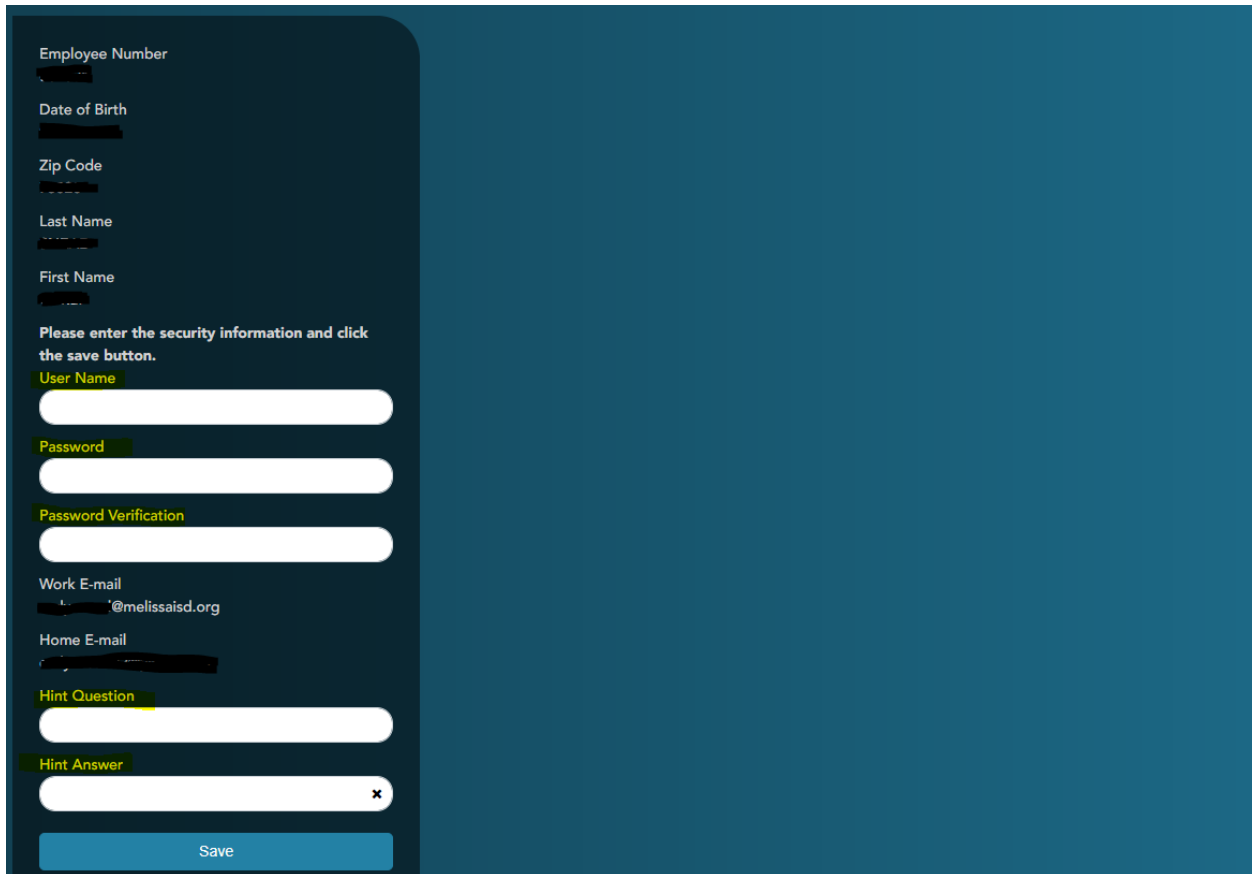


Enter your Social Security Number, Date of Birth and Zip code as provided during your onboarding, then click Retrieve:



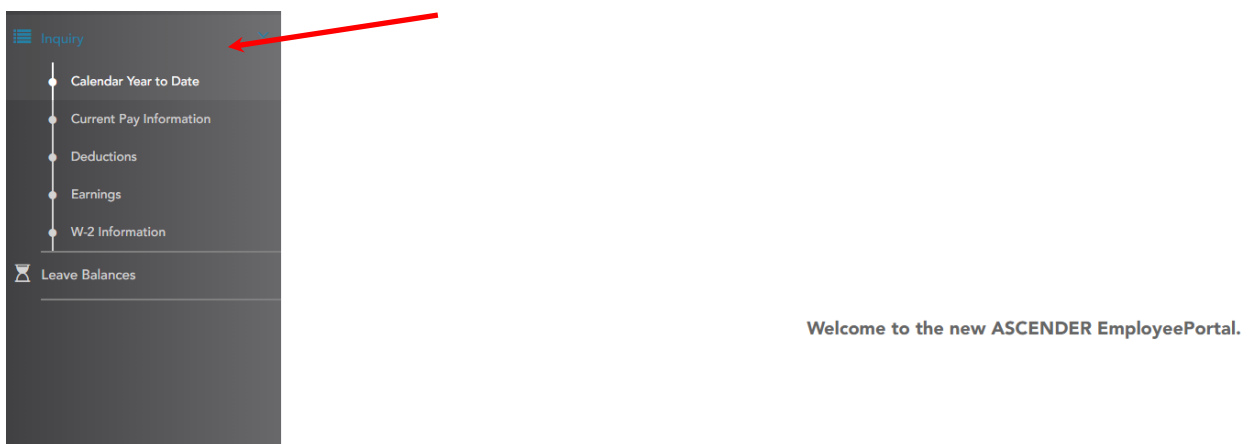
## INSTRUCTIONS FOR USING ASCENDER EMPLOYEE PORTAL

You will be prompted to set up a User Name and Password as well as a Hint Question and Answer:



The screenshot shows a registration form with the following fields: Employee Number, Date of Birth, Zip Code, Last Name, First Name, a prompt to enter security information, User Name, Password, Password Verification, Work E-mail (pre-filled with @melissaisd.org), Home E-mail, Hint Question, and Hint Answer. A Save button is at the bottom.

Once you create your account, you will be redirected to the login page where you can enter your username and password. From there, you will have access to the Inquiry and Leave Balances menu options (click to expand the Inquiry options):



Inquiry>Calendar Year to Date – Breakdown of pay for each year, January-December

Inquiry>Current Pay Information – Demographic information (name, address, date of birth, etc.) as well as years of experience, withholding information, position and banking information

Inquiry>Deductions – Current deduction information; Amount field represents Employee Contributions, and Employer Contribution Amount represents amounts paid by the district

Inquiry>Earnings – Dropdown access to all Wage & Earnings Statements; select PR and it will print to PDF just like your emailed version

Inquiry>W-2 Information – Access to all W-2 Forms by tax year; prints to PDF just like your official W-2

Leave Balances – Current processed leave balances \*please remember that leave is processed according to the posted Monthly Payroll Schedule\*