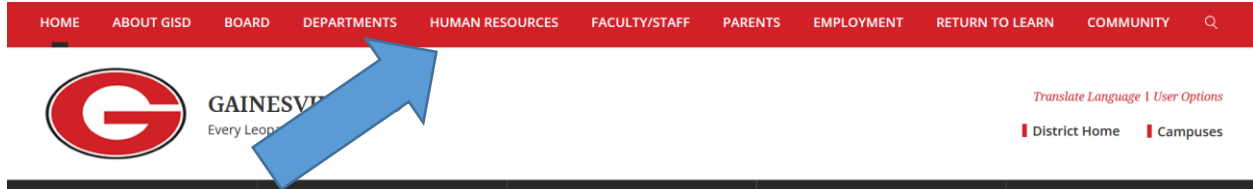


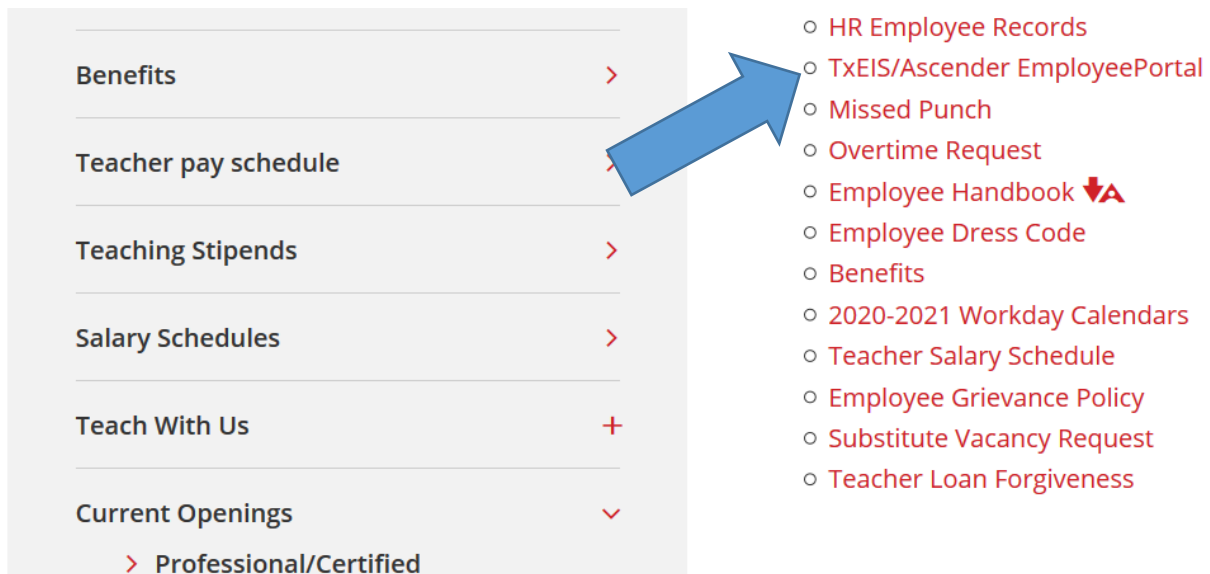
# How to access our TxEIS/Ascender EmployeePortal

Go to: [gainesvilleisd.org](https://gainesvilleisd.org) website



Go to: **Human Resources** tab.

Click on: **TxEIS/Ascender EmployeePortal**



If logging in for the first time, you will need to click on new user!

ASCENDER  
**EMPLOYEE PORTAL**  
ELEVATING EMPLOYEE CONNECTORS

## Please Login

User Name

Password

[New User](#) [Login](#)

[Contact Us](#) [Forgot Password?](#)

You will then be prompted to fill in your Social Security number, date of birth and zip code.

Then Click: Retrieve

Please enter your social security number, date of birth, and zip and click Retrieve.

Social Security Number (no dashes)

Date of Birth (mm dd yyyy)

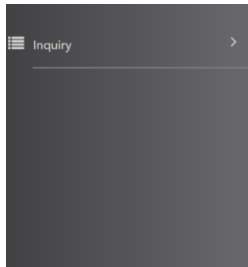
  

Zip Code

[Retrieve](#)

It will prompt you to fill out a user name, password, and a security question with answer. Once this is complete, Click save.

You will see the Welcome screen if your login was successful.

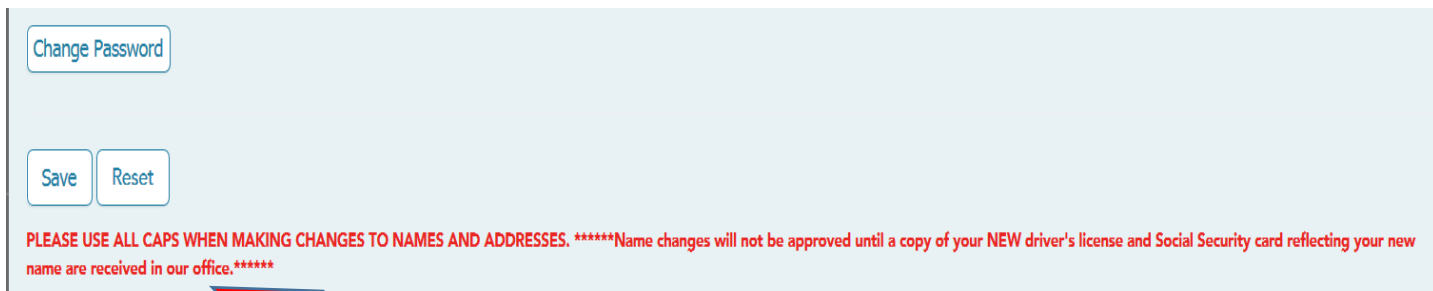


Welcome to the new ASCENDER EmployeePortal.

Click on your Name



It will then bring up a new screen where you can change your password, Legal Name, Email address, Emergency Contact Information, Address and phone numbers



**Legal Name**

Title

Last Name

First Name

Middle Name

Generation



THIS IS THE NAME REFLECTED ON YOUR SOCIAL SECURITY CARD. ANY NAME CHANGES WILL NOT BE MADE UNTIL THE REQUIRED DOCUMENTATION IS RECEIVED IN OUR OFFICE.

Marital Status	
Current	New
Local	M - Married
	M - Married

Driver's License	
Number	
State	

Restriction Codes	
Current	New
Local	N - No restriction
	N - No restriction
Public	A - All information restricted
	A - All information restrict

**Email**

Work E-mail Address

Verify E-mail Address

Home E-mail Address

Verify E-mail Address

← This field defaults to your District email for Pay sheet purposes.

**Emergency Contact Information**

Name

Phone Number

Relationship

Emergency Notes

← **VERY IMPORTANT THAT YOU PLEASE UPDATE THIS FIELD!!!**

**Mailing Address**

Number

Street/P.O.Box

Apt

City

State

Zip

Zip+4

**Phone Numbers**

Home

Cell

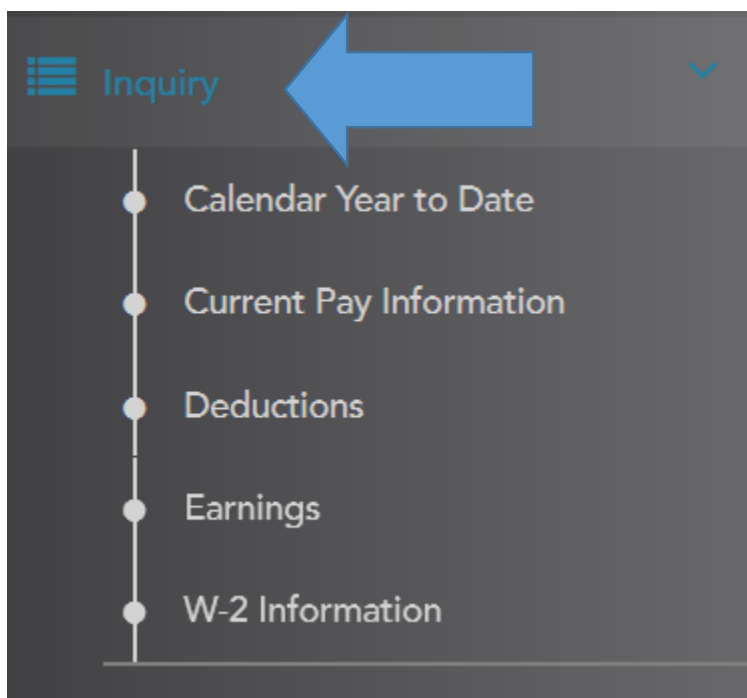
← PLEASE CHECK AND MAKE SURE WE HAVE YOUR CURRENT OR CORRECT HOME ADDRESS AND PHONE NUMBER. THESE FIELDS CAN BE UPDATED.

(REMEMBER TO USE ALL CAPS AND NO PUNCTUATION SIGNS)

THE NEXT GREAT FEATURE REGARDING THE EMPLOYEE ACCESS PORTAL IS THAT YOU HAVE ACCESS TO YOUR CURRENT AND HISTORICAL PAY!

YOU CAN PRINT W2'S, PAY STUBS, EARNINGS BY MONTH OR YEAR. YOU CAN EVEN VIEW CURRENT DEDUCTIONS THAT ARE BEING TAKEN OUT OF YOU CHECK.

If you click on the inquiry, it will drop several tabs down.



**Calendar Year to Date Tab:** Gives you January thru December pay. (This option will also show prior years if you were with our district)

**Current Pay Information Tab:** Gives you current Paystub for the month.

**Deductions Tab:** shows the current deductions being taken from your check.

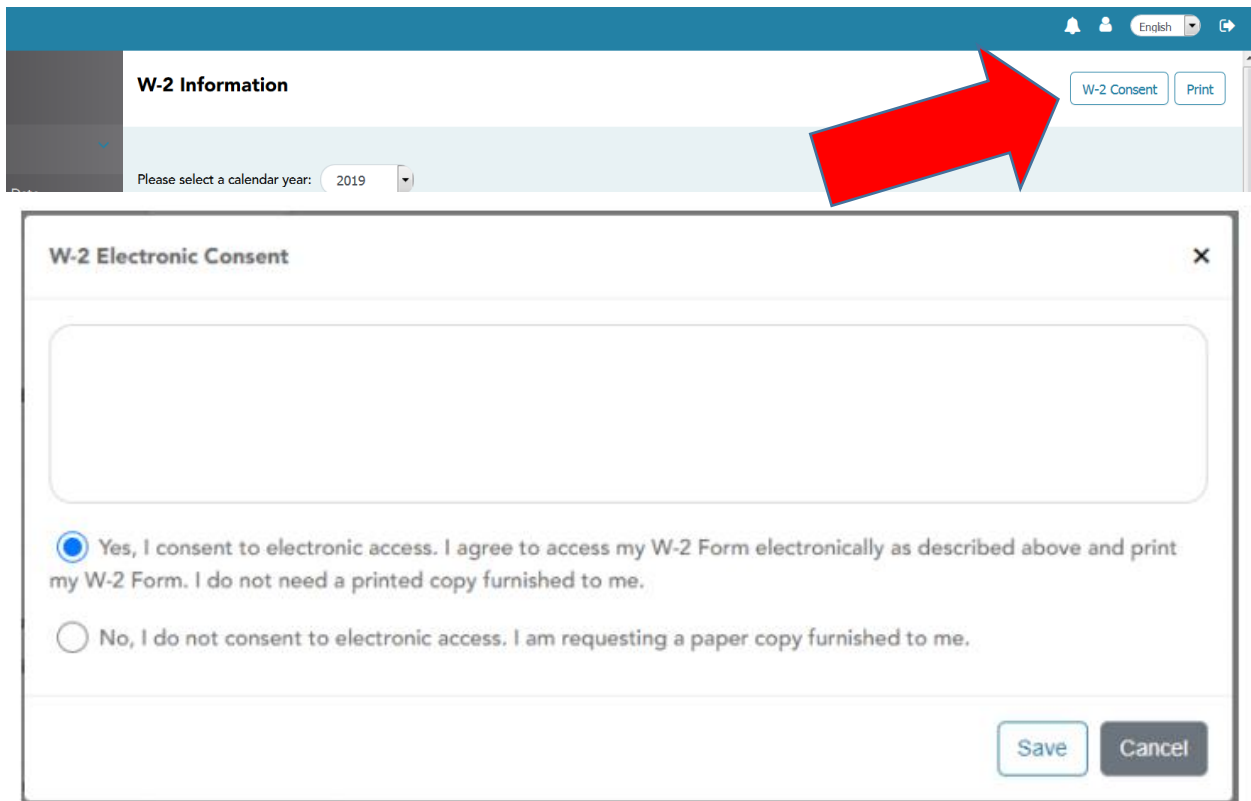
**Earnings Tab:** Will show you your monthly payroll earnings, you can look at current or past monthly pay stubs.

**W-2 Information Tab:** You can view and print your W-2s from current and past years on this Tab.


Gainesville ISD utilizes the TxEIS/ASCENDER software through ESC Region 11 as our district's Finance and Human Resources administrative software. One feature is the electronic W-2 option, which allows us to deliver your end-of-year wage and tax statement in a more cost-effective manner and in a format that can easily be accessed by you at any time. To move forward with this more streamlined process, employees are required by law to consent to receive their electronic-only statement (Form W-2). Here is how it will work:

**Instructions for Consenting to Receive an Electronic W-2 through the ASCENDER EmployeePortal:**

- Click on the W-2 Consent option in the upper right hand corner. On the popup window, if you want to receive the form W-2 electronically, select the option “Yes, I consent to electronic access...”
- Click Save and your consent will be recorded in your HR payroll record.



*NOTE: Our district generates the ACA 1095 information forms through TxEIS, and you can also give consent to receive this form electronically.*

- Click on Inquiry; then click on 1095 Information
- Click on the 1095 Consent option in the upper right hand corner. On the popup window, if you want to receive this form electronically, select the option “Yes, I consent to electronic access...”
- Click Save and your consent will be recorded in your HR payroll record.
- Click on the  icon in the upper right corner to logout of the EmployeePortal.

### **When I Give Consent, What Exactly Am I Consenting To?**

- You are consenting to receive an electronic form W-2 for the calendar year 2020 only. This will change if your consent is later withdrawn or employment with Gainesville ISD is terminated.
- Employees may revoke consent by changing their election in the ASCENDER EmployeePortal from electronic to paper. Revocation of consent must be completed by December 31st.

### **What If I Want Electronic Access To My Statement AND Paper Copy?**

- Employees who give consent to receive their 2020 W-2 electronically may still request, in writing, a paper copy from the Payroll Department. Requesting a paper copy will not be treated as a withdrawal of consent to receiving it electronically as well.
- Any paper copy will be mailed to the address listed in the employee payroll profile, so it is important that this information is current.

### **What If I Consent To An Electronic Form But Then Leave the Gainesville District?**

- If employment with Gainesville ISD terminates for any reason and the former employee had previously consented to receive the W-2 form electronically, he or she should either print the form prior to the last day of employment or contact the Payroll Coordinator/Department in writing to receive a paper copy of the form via mail.
- Employees must contact Gainesville ISD or update EmployeePortal immediately with updated contact information so that the form can be mailed to the correct address.

### **Do I Need Special Equipment to Print My Form?**

- The hardware and software requirements needed to access your W-2 electronically for self-printing include a device with an Internet connection, a web browser, and a PDF viewing software such as Adobe Acrobat.

### **What If I Choose Not to Consent to an Electronic Form?**

- You will be mailed a form W-2 if consent isn't given to receive it electronically.