Canton Independent School District Financial Services

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Employee Portal

Employee Portal is part of the ASCENDER suite of applications and provides all CISD employees access to view and/or print current and historical pay information, calendar year-to-date information, deductions, earnings, leave balances, current and historical W-2s, and update demographic information.

Login Instructions

The link to Employee Portal is located on the CISD main website under Departments>Staff Resources. The Employee Access - Ascender link directs users to the Employee Portal login screen.

Don't already have an account? Click the *Create Account* tab and follow the prompts. You will need the following information to create the account:

- 6-digit employee number (located on your paystubs)
- 16-digit password using an upper case, lower case, number, and special character
- School email address to set up MFA (multi-factor authentication). MFA will send a code to your school email each time you login to Employee Portal for added security.

Need help logging in? Contact the Canton ISD Administration Office for assistance.

Inside Employee Portal

INQUIRY:
- Calendar Year-to-Date through the latest pay period
- Current Pay Information. Contact the payroll office for changes to W-4 or banking info.
- Deductions. Tax-sheltered (cafeteria plan) deductions cannot be changed mid-year unless there is a qualifying event. Contact the human resources office with questions.
- Earnings. Info displayed is for the most recent payroll. Use the pulldown menu to access prior pay information. Leave balances do not reflect leave taken after the current pay period. Access the most up-to-date leave information through Leave Balances tab in Employee Portal. Contact the payroll office with questions or to change banking info.
- W-2 Information. Use the pulldown menu to access historical W-2 info.
- 1095 Information. Use the pulldown menu to access historical 1095 info.

LEAVE BALANCES:
- Shows all leave that has been entered into the system.
- Leave is typically entered weekly.
- Contact your campus secretary or the district payroll office with questions.

ACCOUNT INFO:

- Change password
- Update marital status (does not change W-4 info), Driver's License info, and Emergency Contact
- All name changes require submitting new Social Security card to the human recourses office
- Update mailing address, alternate address, phone numbers
- Request W-4 changes. These will remain pending until all documentation has been provided to the payroll office. Contact the payroll office with questions.