



ASCENDER
EMPLOYEE
PORTAL


ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS




Table of Contents

Click  to view a list of your direct report employees. If you have a direct report employee who is a supervisor, the name is displayed in bold text and can be selected.

Leave > Supervisor > Leave Overview

elizabeth moreno

Supervisor Hierarchy: 006993 : moreno, elizabeth 

Direct Report Employees:

000029 : ADAMS, ADAM E

000028 : ADAMS, ADAM J

004343 : MONTALVO, MARIA

Previous Level

Next Level


Payroll Frequency:

Select a supervisor name and click **Next Level**.

Leave > Supervisor > Leave Overview

elizabeth moreno

Page ID

Supervisor Hierarchy: 006993 : moreno, elizabeth 

Direct Report Employees: 000029 : ADAMS, ADAM E

Previous Level

Next Level

Payroll Frequency: Monthly CYR

Add

Edit

Delete

Leave Requests Filter

From Date: -- --

To Date: -- --

Filter

Reset


Leave Requests for 000029 : ADAMS, ADAM E

	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Leave Requested	Comment Log	Status
<input type="checkbox"/>	02-22-2017	02-22-2017	01:00PM	03:00PM	36 - VACATION	VACATION	2.000 HOURS		Pending Payroll
<input type="checkbox"/>	02-15-2017	02-15-2017	08:00AM	10:00AM	08 - STATE PERSONAL	PERSONAL	1.000 DAYS		Pending Payroll
<input type="checkbox"/>	02-08-2017	02-08-2017	08:00AM	09:00AM	02 - LOCAL PERSONAL	PERSONAL	1.000 HOURS	Doctor Appointment	Pending Payroll

The supervisor's name moves to the **Supervisor Hierarchy** line, and the drop down is populated with a list of his direct report employees.

Leave > Supervisor > Leave Overview

elizabeth moreno

Supervisor Hierarchy: 006993 : moreno, elizabeth → 000029 : ADAMS, ADAM E 


Direct Report Employees:

000280 : ANNO, AMBER F

Previous Level

Next Level

Payroll Frequency:

Click  to view the employee leave request information in a calendar format for the direct report employees of the selected supervisor.

Select an employee to view his leave data.

Click **Previous Level** to return to the previous supervisor's direct employee leave data.



Back Cover