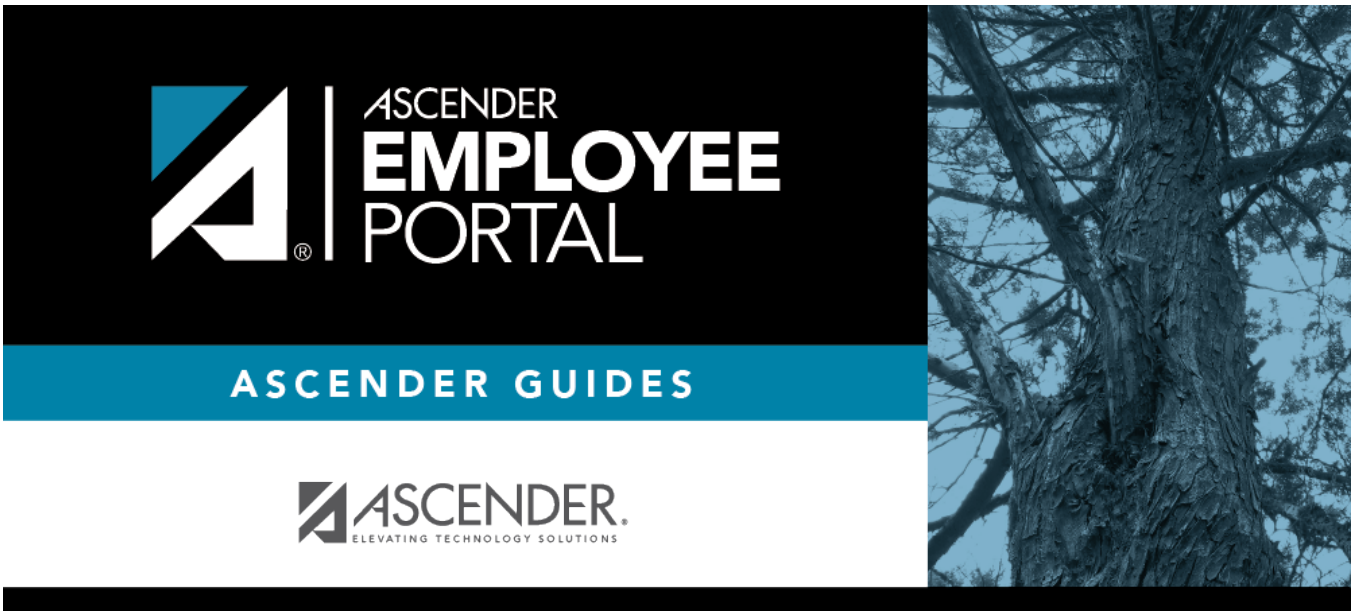


EmployeePortal Homepage Calendar

Table of Contents

EmployeePortal Homepage Calendar 1
EmployeePortal Homepage Supervisor Calendar 1
Calendario de la página de inicio de EmployeePortal 2

EmployeePortal Homepage Calendar

EmployeePortal > Homepage Calendar

The EmployeePortal calendar allows you to view various requests in a monthly format. At this time, only three entries can be displayed per day but there may be additional entries for that day. Additionally, you can select a day for which you want to add a request type such as Leave, Travel, or WorkJournal.

❑ Select an existing entry to view the details for the request.

❑ Select a date for which you want to add a request. The Add Request Type pop-up window opens. You can only add requests for features that are enabled by your LEA.

- Click **Leave**. The Create Leave Requests pop-up window opens allowing you to create and submit Leave requests.
- Click **Travel**. The Add Travel Request pop-up window opens allowing you to create and submit Travel requests.
- Click **WorkJournal**. The Add/Edit Clock time pop-up window opens allowing you to create and submit WorkJournal requests.

EmployeePortal Homepage Supervisor Calendar

This page provides a calendar view of all request types (Leave, Travel, and WorkJournal) for yourself, your direct report employees, and any employees who report to them.

When you access the page, the current month's calendar is displayed with the **All Requests** view, which is the default view for supervisors. The **All Requests** view displays all request type entries (Leave, Travel, and WorkJournal) from your direct report employees and any employees who report to them. To change the view and only display your personal requests, click **My Requests**. You can toggle between the **All Requests** and **My Request** views as needed.

- Click  to view the previous month.
- Click  to view the next month.
- Click **Current Month** to view the current month. The **Current Month** button is only enabled if you are viewing a prior or future month.

❑ Click an entry from the calendar. The request details are displayed. If there are more entries that fit in the calendar day on the page, a + more link is displayed. Click the link to view the additional entries.

The following colors are used to identify the various request types and statuses.

- Approved Leave Requests - Green
- (P) Pending Leave Requests - Yellow
- (D) Disapproved Leave Requests - Red
- Approved Travel Requests - Gray
- (P) Pending Travel Requests - Orange
- (R) Returned Travel Requests - Red
- (S) Saved Travel Requests - Red
- Approved WorkJournal Requests - Blue
- (P) Pending WorkJournal Requests - Orange
- (S) Saved WorkJournal Requests - Red

Calendario de la página de inicio de EmployeePortal

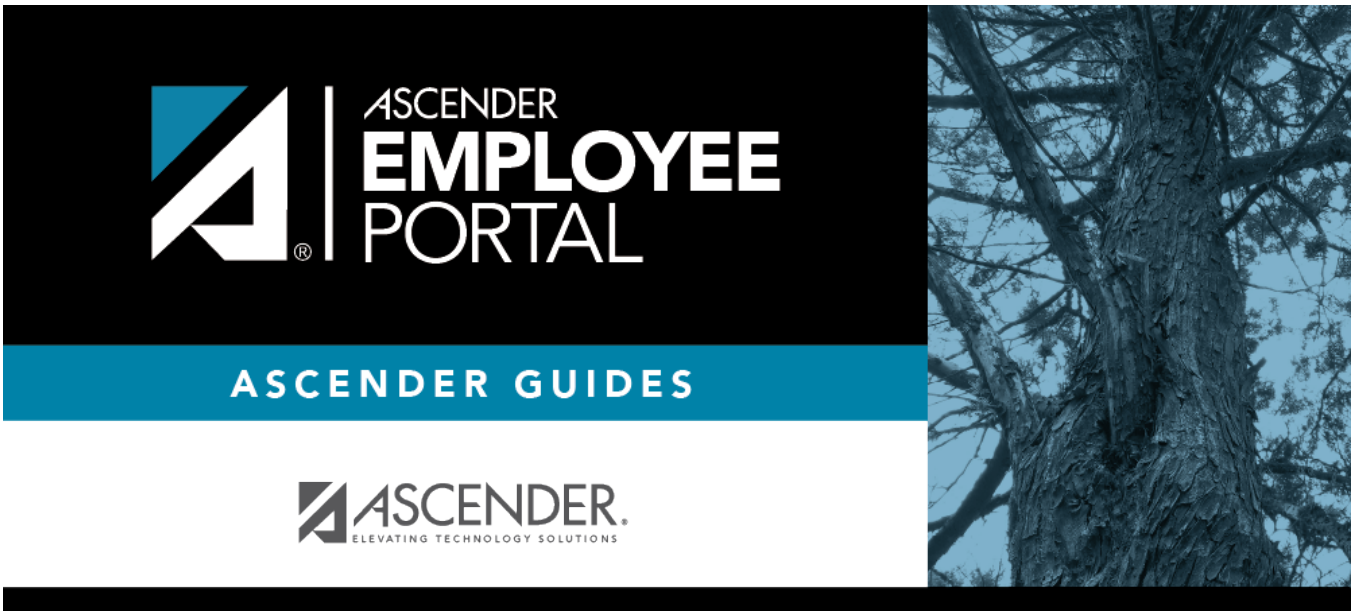
EmployeePortal > Calendario de la página de inicio

El calendario de EmployeePortal le permite ver diversas solicitudes en un formato mensual. Por ahora solamente puede visualizar tres anotaciones por día, pero el día puede tener más anotaciones. Además, puede seleccionar un día para el que quiere añadir un tipo de solicitud, como de Permiso, Viaje o Diario de Trabajo.

❑ Seleccione una anotación existente para ver los detalles de la solicitud.

❑ Seleccione una fecha para la que desea añadir una solicitud. Se abre la ventana emergente Añadir tipo de solicitud. Solamente puede añadir solicitudes de funciones que fueron añadidas por su agencia educativa local.

- Oprima Permiso. Se abre la ventana emergente Crear solicitud de permiso, donde puede crear y enviar solicitudes de permiso.
- Oprima Viaje. Se abre la ventana emergente Añadir solicitud de viaje, donde puede crear y enviar una solicitud de viaje.
- Haga clic en Diario de Trabajo. Se abre la ventana emergente Añadir/Editar tiempo marcado, donde puede crear y enviar solicitudes de Diario de Trabajo.


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover