



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES

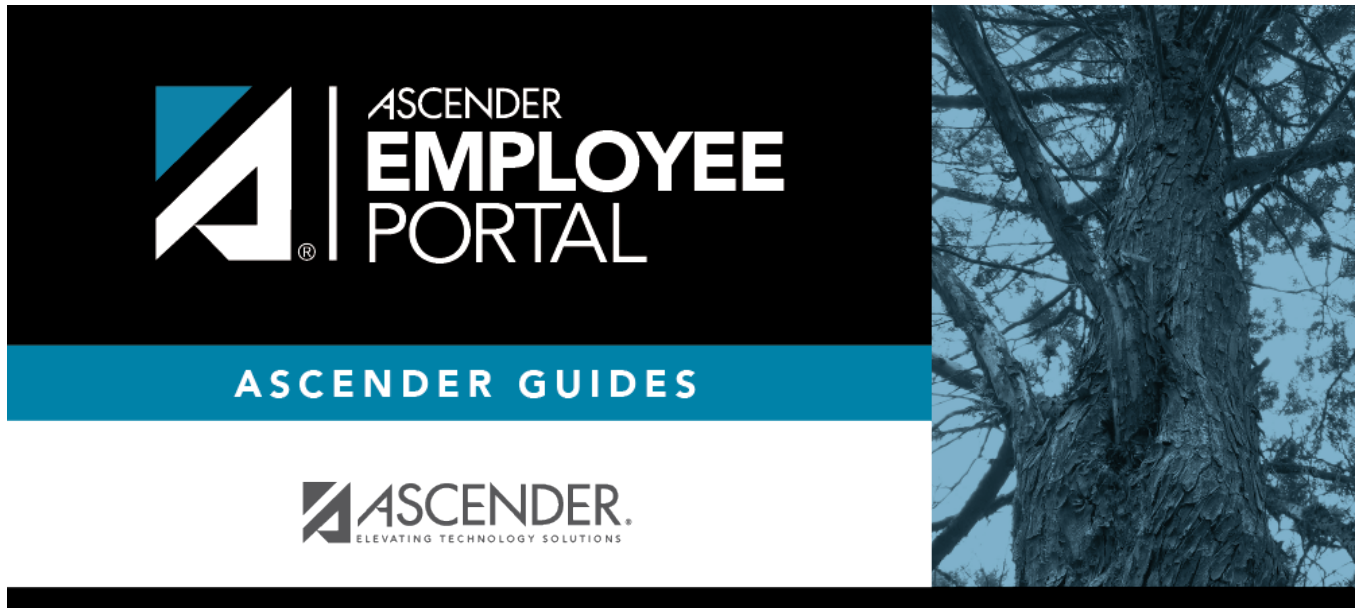


ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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- When a leave request is created, an email message is automatically sent to your direct supervisor notifying them of the request and prompting them to approve/disapprove the leave request. The status of the leave request is updated to *Pending Spvsr Approval*.
- After a leave request is approved by your supervisor, an email message is automatically sent to the email address listed on your Human Resources demographic record notifying you of the action. The status of the leave request is updated to *Pending Payroll*.
- If a leave request is disapproved by your supervisor, an email message is automatically sent to the email address listed on your Human Resources demographic record notifying you of the action. The status of the leave request is updated to *Disapproved*. You can choose to either edit and resubmit the leave request, or delete the leave request.
- After a leave request is processed by payroll, it is no longer displayed on this page.



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