



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 him of the request and prompting him to approve or 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 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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