



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS



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Esta página se usa para crear, modificar, borrar y enviar solicitudes de permiso para la frecuencia de nómina seleccionada. Después de que una solicitud de permiso es procesada por nóminas, ya no se muestra en esta página.

Si esta página no está habilitada, consulte a su administrador del distrito, ya que el distrito puede haber decidido no permitir el acceso.

Si hay un mensaje para todo el distrito, aparecerá en rojo en la parte superior de la página.

Gestionar solicitud de permiso:

Payroll Frequency	Click  to select the payroll frequency for which you want to create a leave request. If you have leave in multiple payroll frequencies such as biweekly, semimonthly, and monthly, those options are displayed and can be selected.
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En **Solicitudes de permiso no procesadas**, se muestra una lista de sus solicitudes de permiso sin procesar (aún no procesadas por nóminas), si las hay. Se muestran los siguientes detalles de cada solicitud de permiso:

Fecha de inicio y terminación	Las fechas de inicio y terminación de la solicitud de permiso se muestran en el formato MMDDAAAA.
Hora de inicio y terminación	Las horas de inicio y terminación de la solicitud de permiso se muestran en el formato HH MM.
Tipo de permiso	Se muestra el tipo de permiso solicitado.
Bitácora de comentarios	Se muestran todos los comentarios del empleado (solicitante) que se añadieron a la solicitud de permiso.
Estado	Se muestra el estado actual de la solicitud de permiso. Cuando se crea una solicitud de permiso, se envía automáticamente un mensaje por correo electrónico a su jefe directo para notificarle de la solicitud y pedirle que apruebe o desaprobe la solicitud de permiso. El estado de la solicitud de permiso se actualiza a Pendiente de Aprobación del Supervisor. Después de que una solicitud de permiso sea aprobada por su supervisor, se envía automáticamente un mensaje por correo electrónico a la dirección que aparece en su información demográfica, notificándole de la acción. El estado de la solicitud de permiso se actualiza a Pendiente de Nóminas. Si una solicitud de permiso es desaprobada por su supervisor, se envía automáticamente un mensaje por correo electrónico a la dirección que aparece en su información demográfica, notificándole de la acción. El estado de la solicitud de permiso se actualiza a Desaprobada. Puede modificar y reenviar la solicitud de permiso, o puede borrar la solicitud de permiso. Después de que una solicitud de permiso es procesada por nóminas, ya no se muestra en esta página.

Create a leave request:

☐ You have two options to create a leave request.

1. Click **Add** in the upper-right corner of the page. The Create Leave Requests window opens allowing you to enter your leave request.
2. Click . A view of the current month calendar is displayed. Click a leave request entry from the calendar to open a window with the leave details.
 - Click the calendar day for which you want to create a leave request. The Create Leave Requests window opens. The **Start Date** and **End Date** fields are automatically populated with the date you selected.
 - 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 **Switch to Table View** to return to the table view.

Your leave balances are displayed at the bottom of the Create Leave Requests window.

☐ Complete the following leave request fields:

Leave Type	Click  to select the type of leave that you want to request. Only leave types assigned to you are displayed. An LEA setting determines whether or not you can use a leave type with a zero balance. All assigned active leave types are displayed even if the leave type amount is zero.
Absence Reason	Click  to select the absence reason. The absence reasons are determined by your LEA and correspond to the selected leave type.
Start Date	Type the start date for which you want to request leave in the MM/DD/YYYY format or click  to select a date from the calendar.
End Date	This field is automatically populated with the date selected in the Start Date field; however, you can change the date. Type the end date for which you want to request leave in the MM/DD/YYYY format or click  to select a date from the calendar. You can use this field to cover consecutive dates of a leave request excluding the weekend (Saturday/Sunday).
Start Time	Type the beginning time in the HH MM format for which you want to request leave. Click  to select AM or PM.
End Time	Type the end time in the HH MM format for which you want to request leave. Click  to select AM or PM.
Hours/Day Requested	The number of hours per day for which you are requesting leave is automatically calculated based on the Start Time and End Time of the leave request. If the field is not automatically calculated, you must manually type the number of hours per day for which you are requesting leave. An LEA setting determines whether or not this field is automatically calculated.
Total Requested	Indicates the total amount of requested leave in the specified units.
Remarks	Type any comments related to your leave request. The comments are available to all approvers.

The leave balance amounts translate to hours or days based on the assigned unit type for the selected leave type.

Leave Type	The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.
Beginning Balance	The leave balance as of the beginning of this year for each leave type is displayed.
Advanced/Earned	The number of units of leave advanced or earned as of the last pay period is displayed.
Pending Earned	The total leave earned but not yet processed through payroll is displayed.
Used	The number of units of leave used as of the last pay period is displayed.
Pending Used	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the Available Balance field.
Available	Indicates the number of units of leave still available for use. The Available is based on beginning balance, plus advanced/earned, plus pending earned, less used, and less pending used.
Units	Indicates the type of units (hours or days) that are used when calculating leave requests.

☐ After completing your leave request entry, use one of the following options to continue:

- Click **Submit and Add** to submit the leave request to your supervisor for approval and remain on the Create Leave Requests window to continue adding additional leave request entries.
- Click **Submit and Close** to submit the leave request to your supervisor for approval and close the Create Leave Requests window.
 - A leave request is created and an email message is sent to your direct supervisor to notify them that a leave request is pending their approval.
 - Depending on the leave type, additional approvers may be in the approval path for the leave request.
 - If you are set as the temporary approver for your supervisor, and you enter a leave request when your supervisor is unavailable, the request is submitted to your supervisor's supervisor. You are not allowed to approve your own leave requests.
 - When a leave request is approved or disapproved, an email message is automatically sent to the email address listed on your demographic record notifying you of the action.
 - If your leave request is approved, the approval email message will contain links to add your approved leave request as a calendar event in Outlook and Google.
- Click **X** or **Cancel** to close the pop-up window without submitting any leave requests and return to the Leave Requests page.

Edit a leave request:

☐ You can edit a leave request until it is processed by payroll in which case, the leave request is no longer displayed under **Unprocessed Leave Requests** and no longer editable from the homepage calendar.

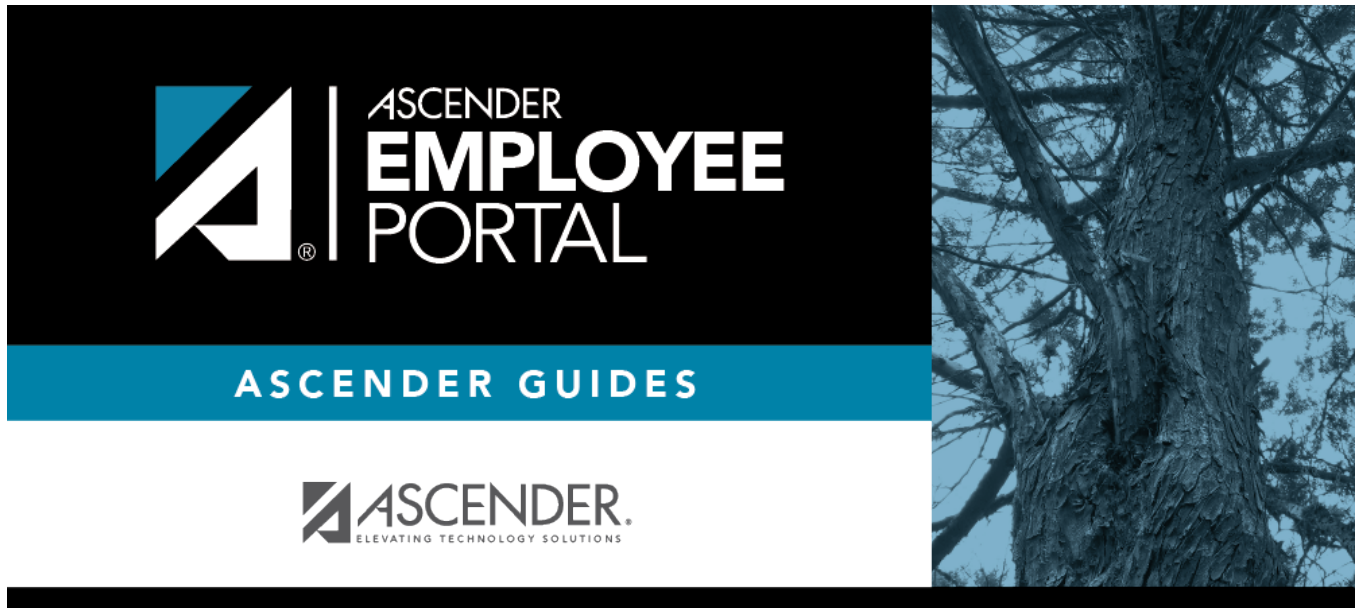
Edit	Click Edit next to the leave request that you want to edit. The Edit Leave Requests window opens. Make the necessary changes and click Resubmit for Approval to resubmit the edited leave request for approval. Otherwise, click Cancel to return to the Leave Requests page.
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Delete a leave request:

☐ You can delete a leave request until it is processed by payroll in which case, the leave request is no longer displayed under **Unprocessed Leave Requests** and no longer editable from the homepage calendar.

Delete	Click Delete next to the leave request that you want to delete. A message prompting you to confirm deletion is displayed. Click OK to delete the leave request. Otherwise, click Cancel to return to the Leave Requests page.
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Note: If you delete a leave request that has already been approved by your supervisor, your supervisor will receive an email notification.



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