



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES

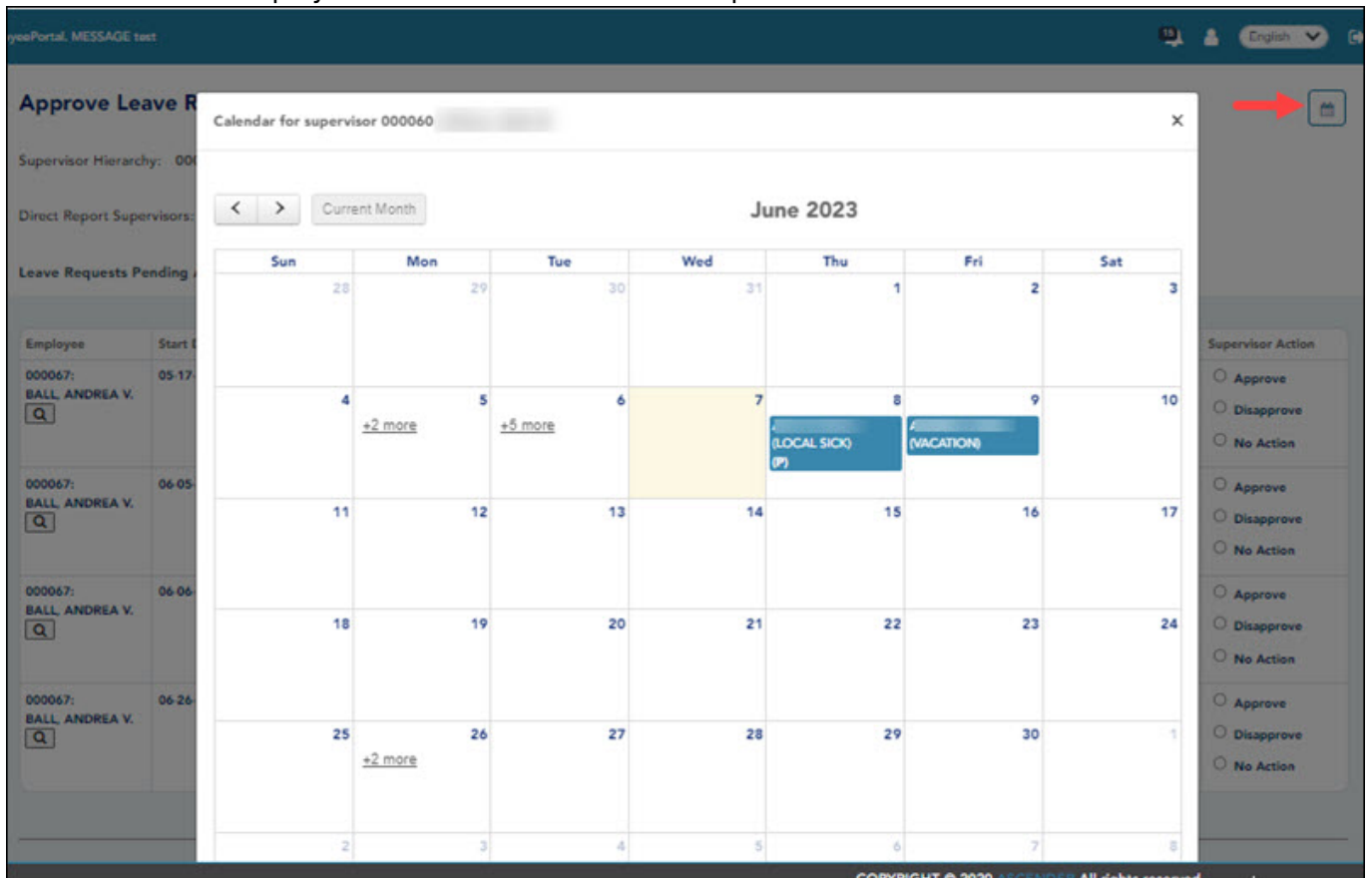


ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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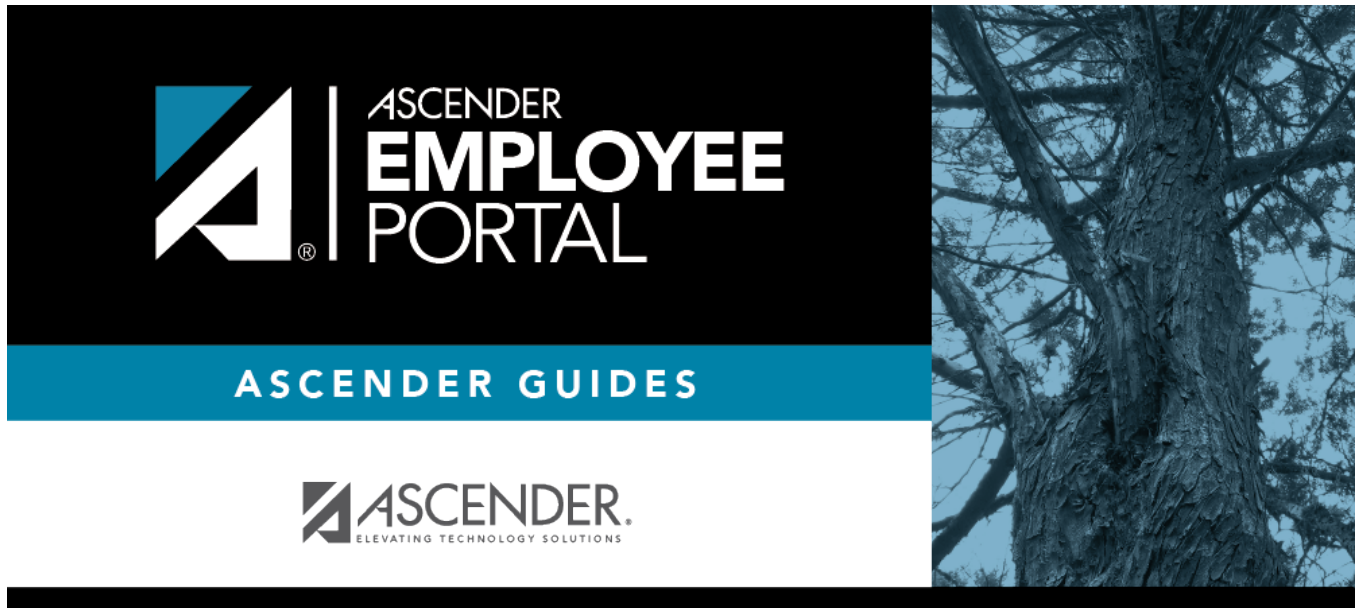
□ In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests.



The screenshot shows the 'Approve Leave Request' window for supervisor 000060. The calendar for June 2023 is displayed, showing leave requests for Ball, Andrea V. on various dates. The calendar includes a table with columns for days of the week and dates. Leave requests are indicated by colored boxes: a blue box for '(LOCAL SICK)' on June 7th and a blue box for '(VACATION)' on June 8th. The window also shows a list of pending leave requests on the left and a 'Supervisor Action' panel on the right with options to Approve, Disapprove, or No Action.

- This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.
- Click a leave request entry from the calendar to open a window with the leave request details.
 - 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 **X** or **Close** to close the calendar view and return to the table view.

Note: You may have to scroll down to view the **Close** button.



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