



ASCENDER
EMPLOYEE
PORTAL


ASCENDER GUIDES

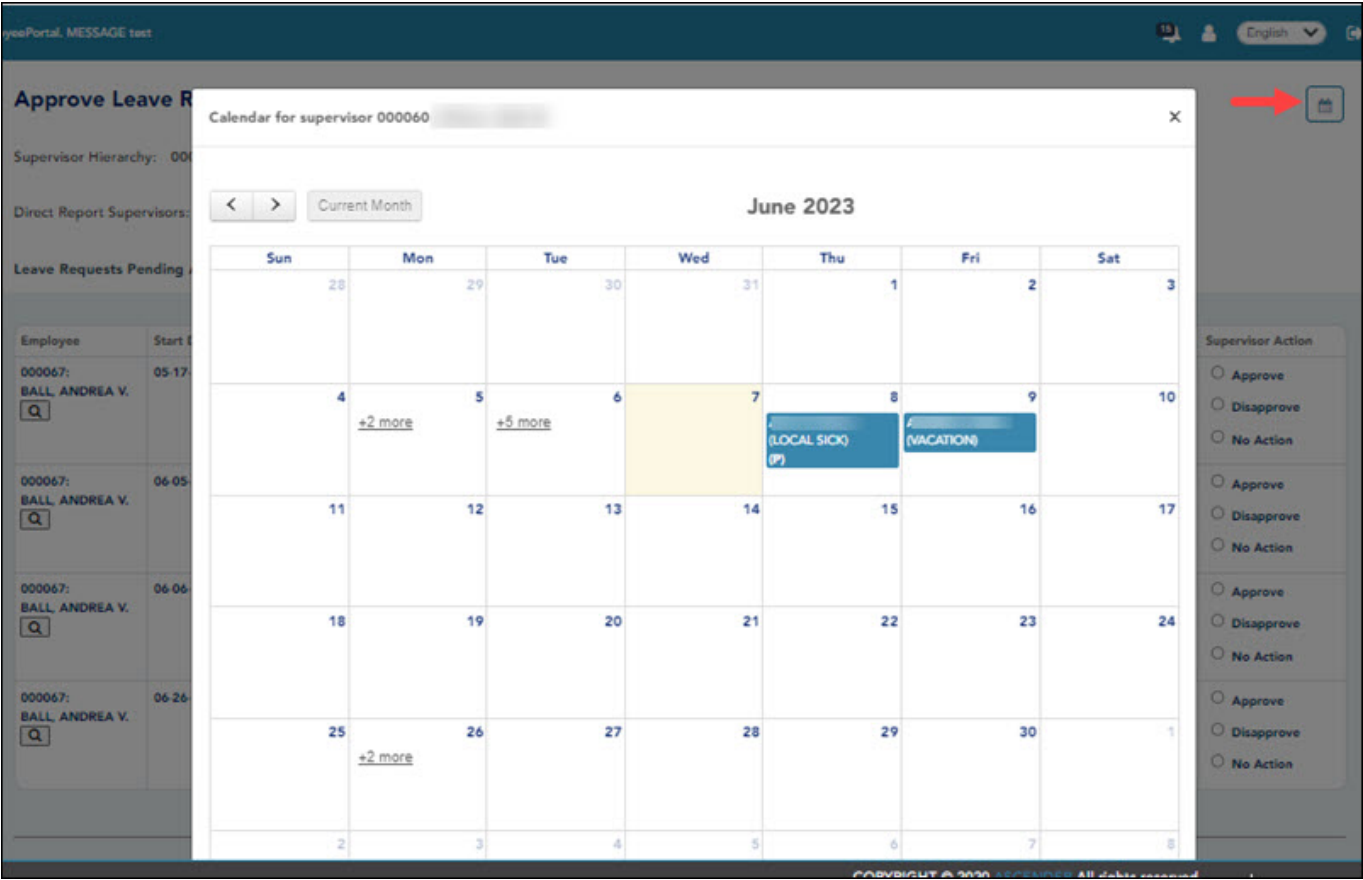


ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

❑ 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' interface. On the left, there's a sidebar with 'Supervisor Hierarchy', 'Direct Report Supervisors', and a list of 'Leave Requests Pending' for employee 000067: BALL, ANDREA V. The main area displays a calendar for June 2023. The calendar shows days from Sunday to Saturday. Leave requests are indicated by colored blocks: a yellow block for '(LOCAL SICK)' on Wednesday, June 7th, and a blue block for '(VACATION)' on Thursday, June 8th. There are also links like '+2 more' and '+5 more' for certain days. On the right side of the calendar, there's a 'Supervisor Action' panel with radio buttons for 'Approve', 'Disapprove', and '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.

Leave Request

Employee

Start Date

06-09-2023 08:00 AM

End Date

06-09-2023 04:00 PM

Leave Type

VACATION

Absence Reason

VACATION

Leave Requested

1 DAYS

Status

Approved


Approver


Comment Log

000067: commented on 06-06-2023 11:34 AM: Approved Travel

000060: commented on 06-06-2023 11:53 AM: A

Cancel

- 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.



Back Cover