



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES




ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS

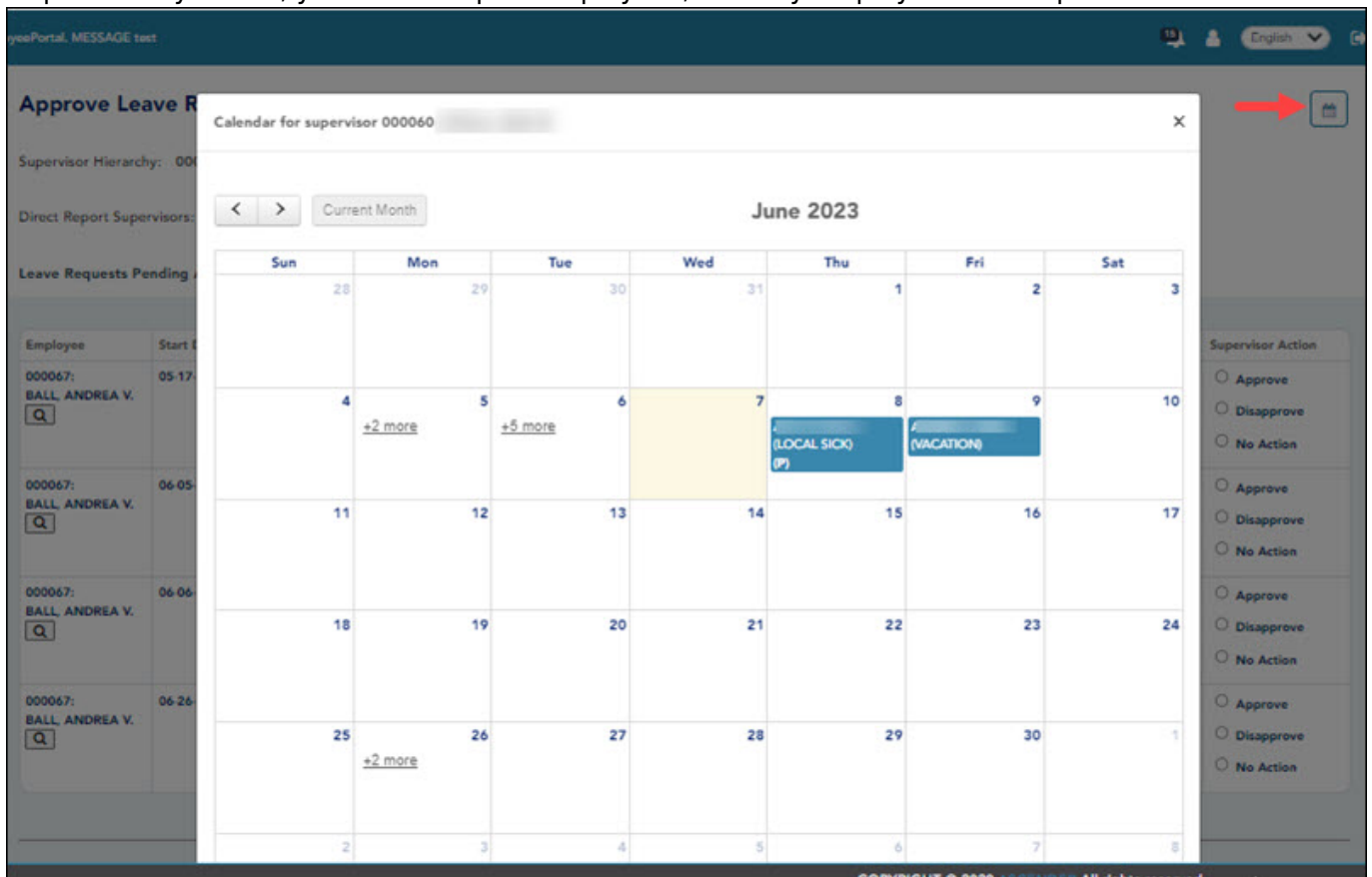




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□ In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests. This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.



Calendar for supervisor 000060

June 2023

| Sun           | Mon          | Tue          | Wed                      | Thu             | Fri | Sat |
|---------------|--------------|--------------|--------------------------|-----------------|-----|-----|
| 28            | 29           | 30           | 31                       | 1               | 2   | 3   |
| 4             | 5<br>+2 more | 6<br>+5 more | 7<br>(LOCAL SICK)<br>(P) | 8<br>(VACATION) | 9   | 10  |
| 11            | 12           | 13           | 14                       | 15              | 16  | 17  |
| 18            | 19           | 20           | 21                       | 22              | 23  | 24  |
| 25<br>+2 more | 26           | 27           | 28                       | 29              | 30  | 1   |
| 2             | 3            | 4            | 5                        | 6               | 7   | 8   |

Supervisor Action



- ☐ Approve
- ☐ Disapprove
- ☐ No Action

□ 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     | <p>000067: commented on 06-06-2023 11:34 AM: Approved Travel</p> <p>000060: commented on 06-06-2023 11:53 AM: A</p> |

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