



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES




ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS

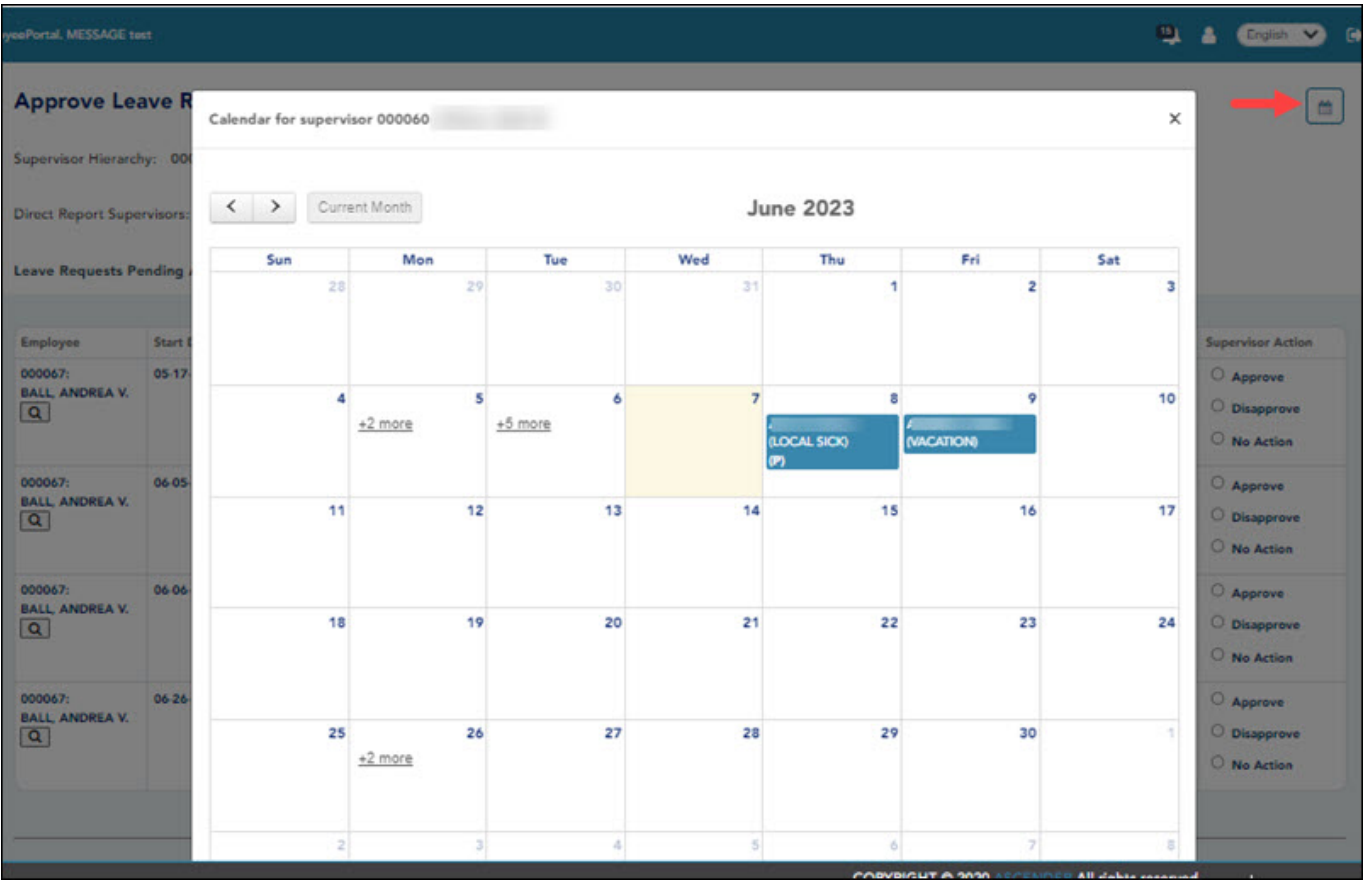




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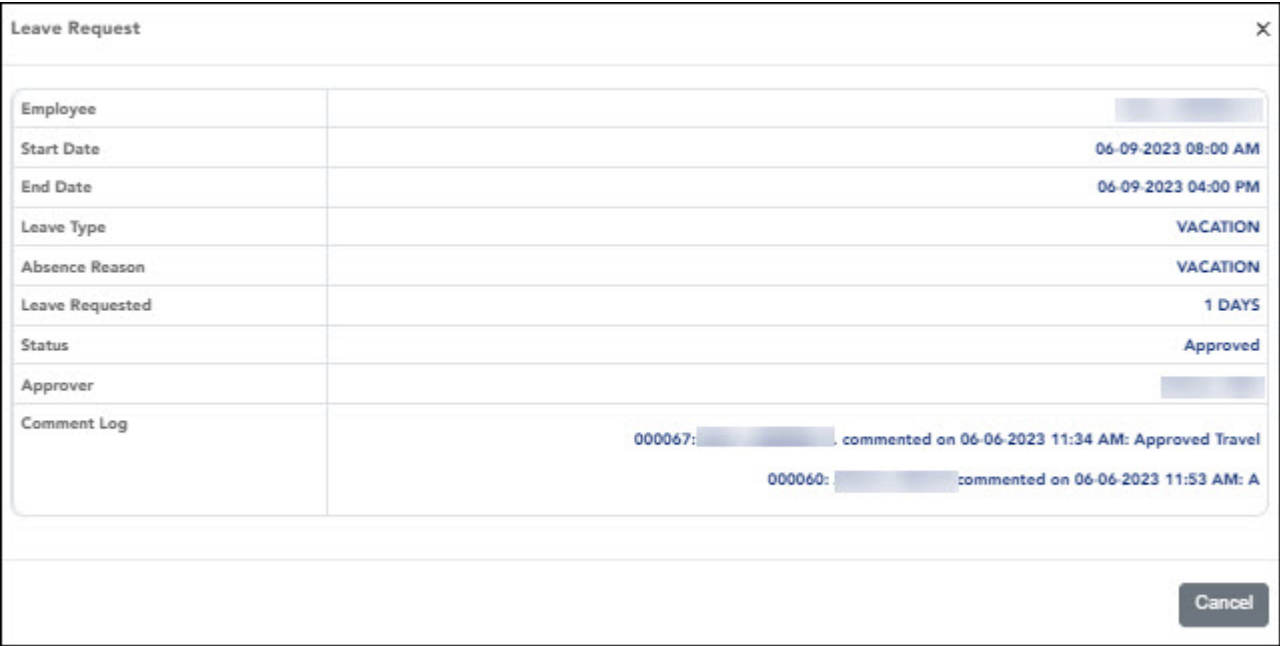


❑ In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests. This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.



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 dates from 28 to 3. Leave requests are indicated by colored blocks: a yellow block for 'LOCAL SICK (P)' on June 7th and a blue block for 'VACATION' on June 8th. A red arrow points to the calendar icon in the top right corner of the page.


❑ Click a leave request entry from the calendar to open a window with the leave request details.




The screenshot shows the 'Leave Request' details window. It contains the following information:

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 use the scroll bar to scroll down and view the **Close** button.



## Back Cover