


ASCENDER
**EMPLOYEE
PORTAL**

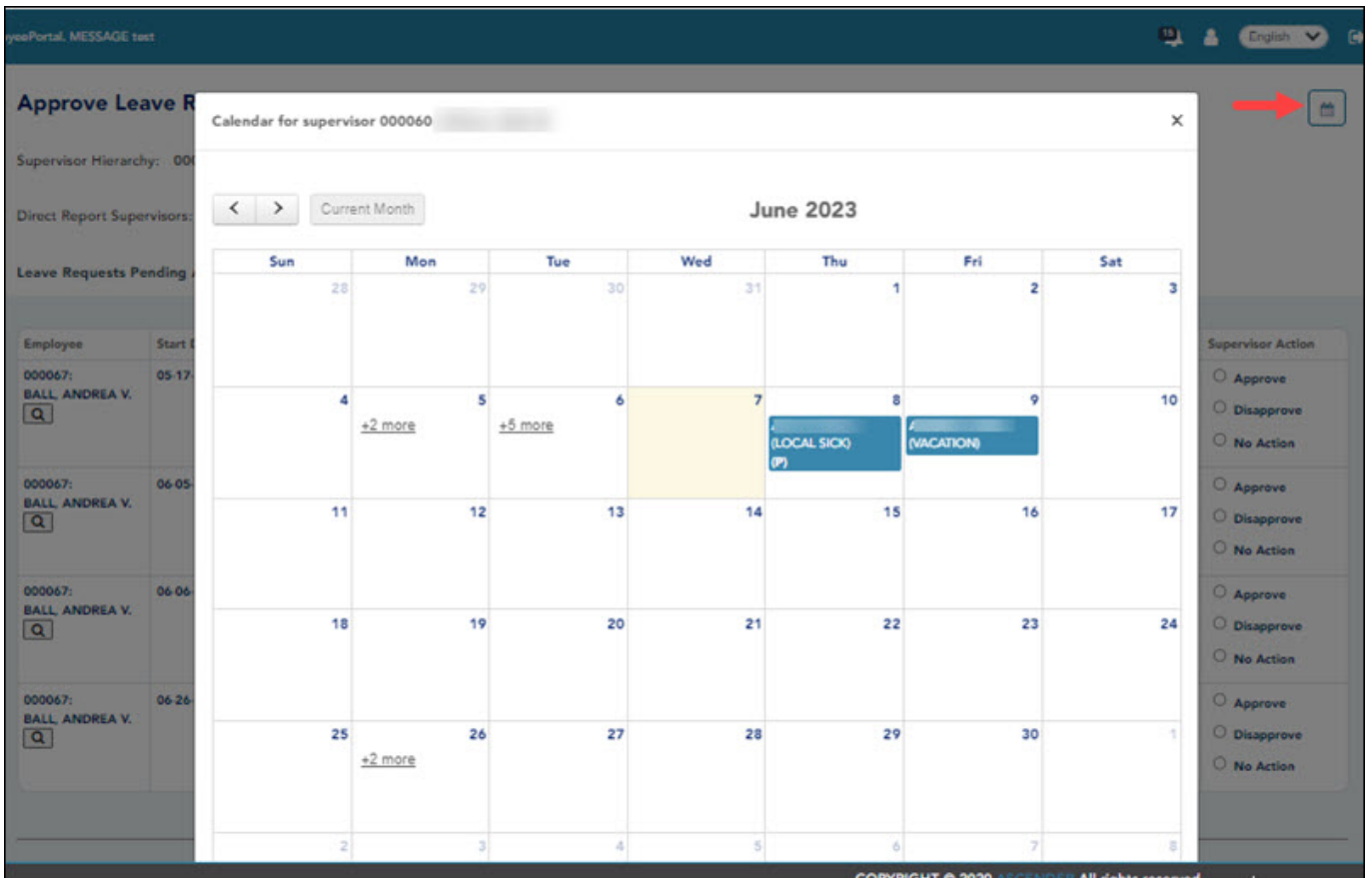
ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

The graphic features a black background on the left with a white and blue stylized 'A' logo. To the right is a vertical photograph of a tree trunk with a blue tint. The text is arranged in three horizontal sections: the top section contains the 'ASCENDER EMPLOYEE PORTAL' logo, the middle section is a blue bar with 'ASCENDER GUIDES' in white, and the bottom section is white with the 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS' logo.

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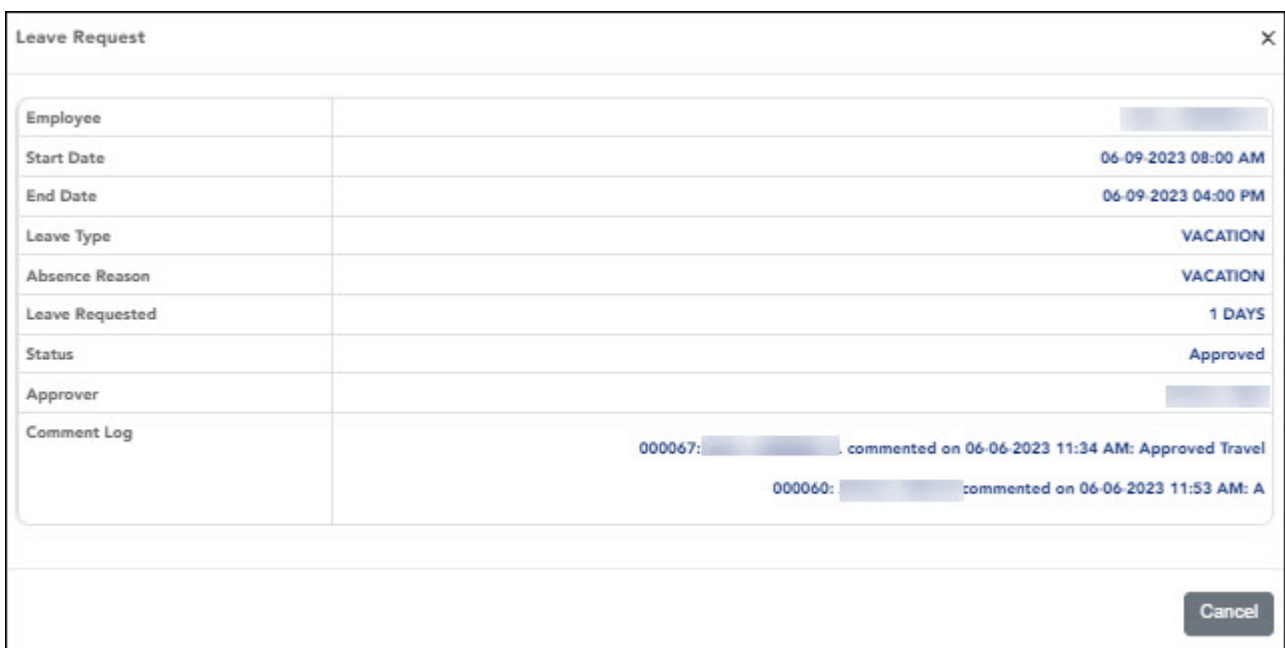
□ In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests. This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.



The screenshot shows the 'Approve Leave Request' interface. On the left, there is a list of pending leave requests for supervisor 000060, all for employee BALL, ANDREA V. The main area is a calendar for June 2023. A red arrow points to a calendar icon in the top right corner. The calendar shows leave requests for supervisor 000060, including local sick and vacation days.

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


□ 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:

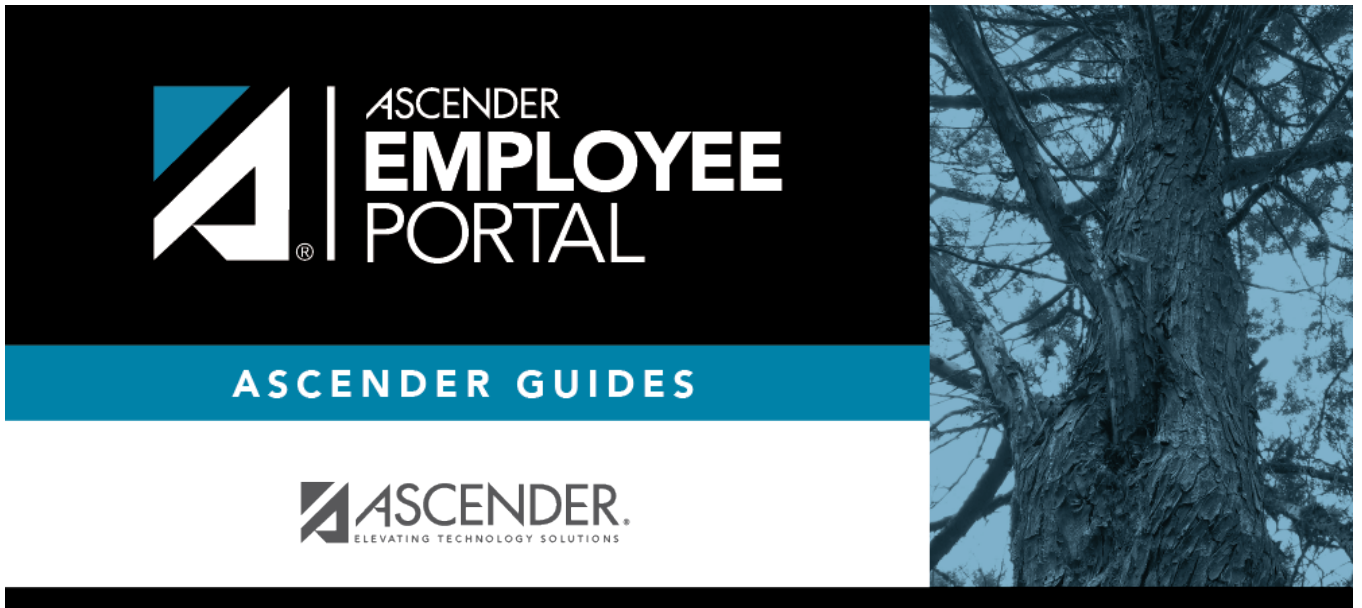
Employee	[Redacted]
Start Date	06-09-2023 08:00 AM
End Date	06-09-2023 04:00 PM
Leave Type	VACATION
Absence Reason	VACATION
Leave Requested	1 DAYS
Status	Approved
Approver	[Redacted]
Comment Log	<p>000067: [Redacted] commented on 06-06-2023 11:34 AM: Approved Travel</p> <p>000060: [Redacted] commented 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.



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