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**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS






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This page is used to approve or disapprove employee online leave requests. Additionally, you can review and take action on any leave requests that are submitted to your direct report employees who are supervisors.

If a direct report employee or supervisor submits a leave request, an email message is automatically sent to the email address listed on your demographic record prompting you to take action on the leave request. Therefore, it is important that all approvers in the approval path have an email address listed on their demographic record in Human Resources.

<b>Supervisor Hierarchy</b>	<p>Your employee number and name are displayed.</p> <p>Under <b>Leave Requests Pending Action</b>, a list of all pending leave requests from your direct report employees is displayed.</p> <p>Follow the steps in the <b>Approve or disapprove a leave request</b> section to take action on applicable leave requests.</p> <p>If you want to view pending leave requests that are awaiting action from one of your direct report supervisors. Select the supervisor's name from the <b>Direct Report Supervisors</b> drop-down field.</p>
<b>Direct Report Supervisors</b>	<p>If you have supervisors who report directly to you, click  to view a list of the supervisors.</p> <p>Select the supervisor's name. The <b>Next Level</b> button is enabled. Click <b>Next Level</b>.</p> <p>The selected supervisor's name is moved to the <b>Supervisor Hierarchy</b> level and a list of leave requests pending their approval is displayed.</p> <p>Follow the steps in the <b>Approve or disapprove a leave request</b> section to take action on the applicable leave requests.</p> <p>Click <b>Previous Level</b> to return to the list of pending leave requests for the previous level of supervisor hierarchy.</p>

☐ Click . A view of the current month calendar is displayed. Click a leave request entry from the calendar to open a window with the leave 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 **Cancel** to close the calendar view and return to the table view.

### Approve or disapprove a leave request:

Under **Leave Requests Pending Action**, a list of leave requests pending action is displayed with the following details:

<b>Employee</b>	The employee number and name are displayed.
<b>Start and End Date</b>	The start and end date range for the leave request is displayed in the MMDDYYYY format.
<b>Start and End Time</b>	The start and end time range for the leave request is displayed in the HH MM format.
<b>Leave Type</b>	The leave type requested is displayed.
<b>Absence Reason</b>	The absence reason for the leave request is displayed.
<b>Leave Requested</b>	The total amount of requested leave and unit type (i.e., hours or days) is displayed.
<b>Comment Log</b>	Any employee comments that were added to the leave request are displayed.

☐ Under **Supervisor Action**, select the appropriate action (**Approve** or **Disapprove**).

☐ The Comment Log text box is enabled. Type any comments related to the leave request. If you are disapproving the leave request, a comment is required. When the notification email message is sent to the employee stating that the request has been approved or disapproved, the explanation typed in this box is included in the email message.

☐ Click **Save**. An email message is sent to the employee as notification of the leave request approval or disapproval.



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