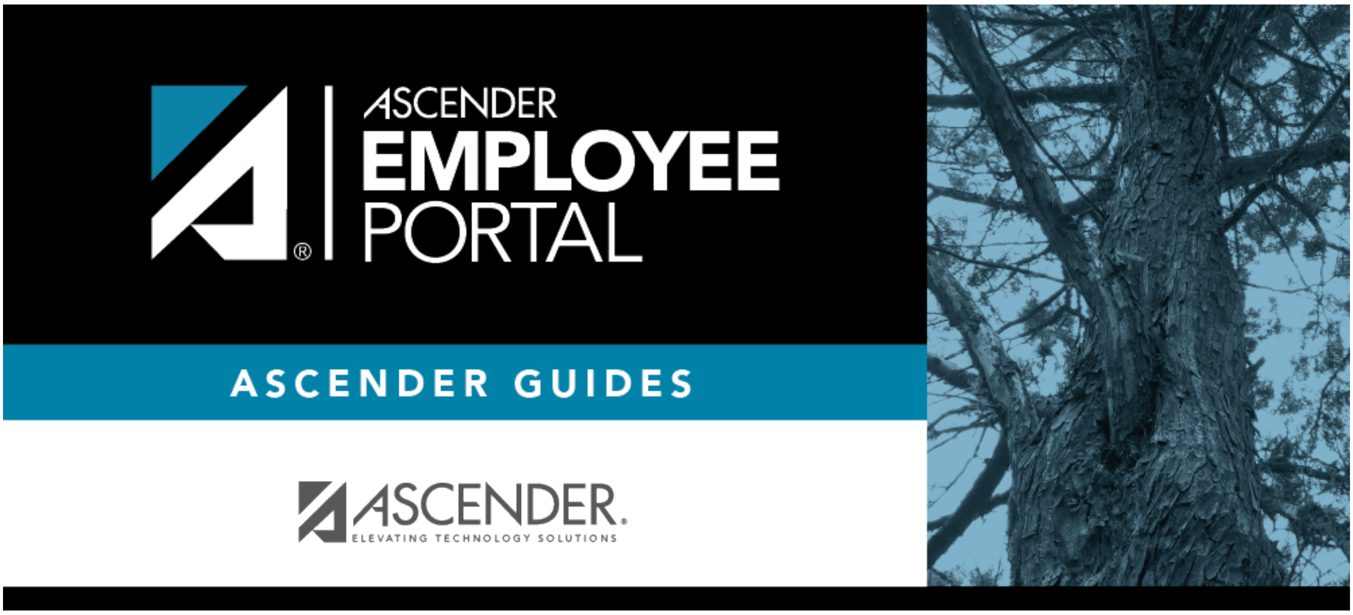
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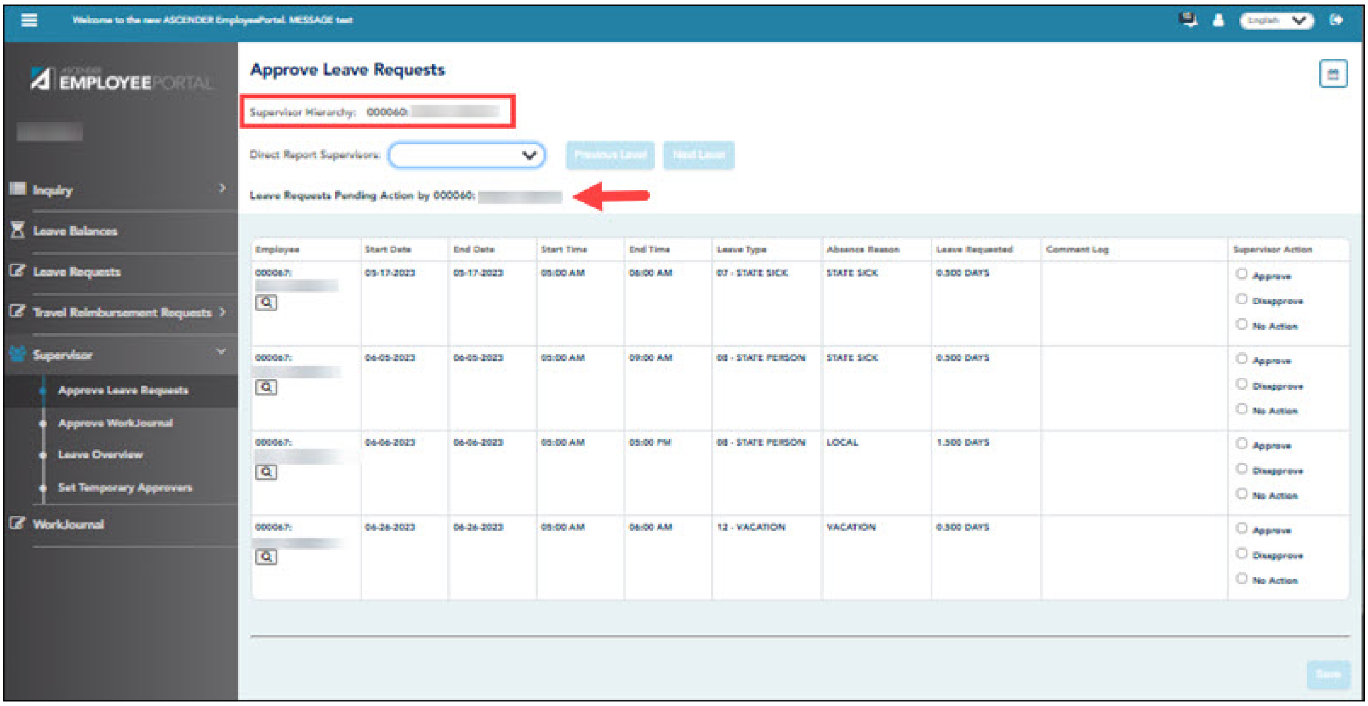
This page is used to approve or disapprove employee leave requests. Additionally, you can review and take action on any leave requests that are submitted to your direct report employees who are supervisors.

If a direct report employee 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. In addition, you will receive a message notification in the top-right corner of the page.

When you access the Approve Leave Requests page, your name is displayed in the **Supervisor Hierarchy** field and a list of leave requests pending your action is displayed.


Welcome to the new ASCENDER EmployeePortal. MESSAGE text
English
ASCENDER EMPLOYEEPORTAL
Inquiry
Leave Balances
Leave Requests
Travel Reimbursement Requests
Supervisor
Approve Leave Requests
Approve WorkJournal
Leave Overview
Set Temporary Approvers
WorkJournal
Previous Level
Next Level
Save

Approve Leave Requests

Supervisor Hierarchy: 000060: [redacted]

Direct Report Supervisors:

Leave Requests Pending Action by 000060: [redacted]

Employee	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Leave Requested	Comment Log	Supervisor Action
000067: [redacted]	05-17-2023	05-17-2023	05:00 AM	06:00 AM	07 - STATE SICK	STATE SICK	0.500 DAYS		○ Approve ○ Disapprove ○ No Action
000067: [redacted]	06-05-2023	06-05-2023	05:00 AM	09:00 AM	08 - STATE PERSON	STATE SICK	0.500 DAYS		○ Approve ○ Disapprove ○ No Action
000067: [redacted]	06-06-2023	06-06-2023	05:00 AM	05:00 PM	08 - STATE PERSON	LOCAL	1.500 DAYS		○ Approve ○ Disapprove ○ No Action
000067: [redacted]	06-26-2023	06-26-2023	05:00 AM	06:00 AM	12 - VACATION	VACATION	0.500 DAYS		○ Approve ○ Disapprove ○ No Action

Supervisor Hierarchy	Your employee number and name are displayed. Under **Leave Requests Pending Action**, a list of all pending leave requests from your direct report employees is displayed. Follow the steps in the **Approve or disapprove a leave request** section to take action on applicable leave requests. 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 **Direct Report Supervisors** drop-down field.

Direct Report Supervisors	If you have supervisors who report directly to you, click ⌄ to view a list of the supervisors. Select the supervisor's name. The **Next Level** button is enabled. Click **Next Level**. The selected supervisor's name is moved to the **Supervisor Hierarchy** level and a list of leave requests pending their approval is displayed. Follow the steps in the **Approve or disapprove a leave request** section to take action on the applicable leave requests. Click **Previous Level** to return to the list of pending leave requests for the previous level of supervisor hierarchy.

❏ 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. You can select a leave request entry from the calendar to open a window with the leave request 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:

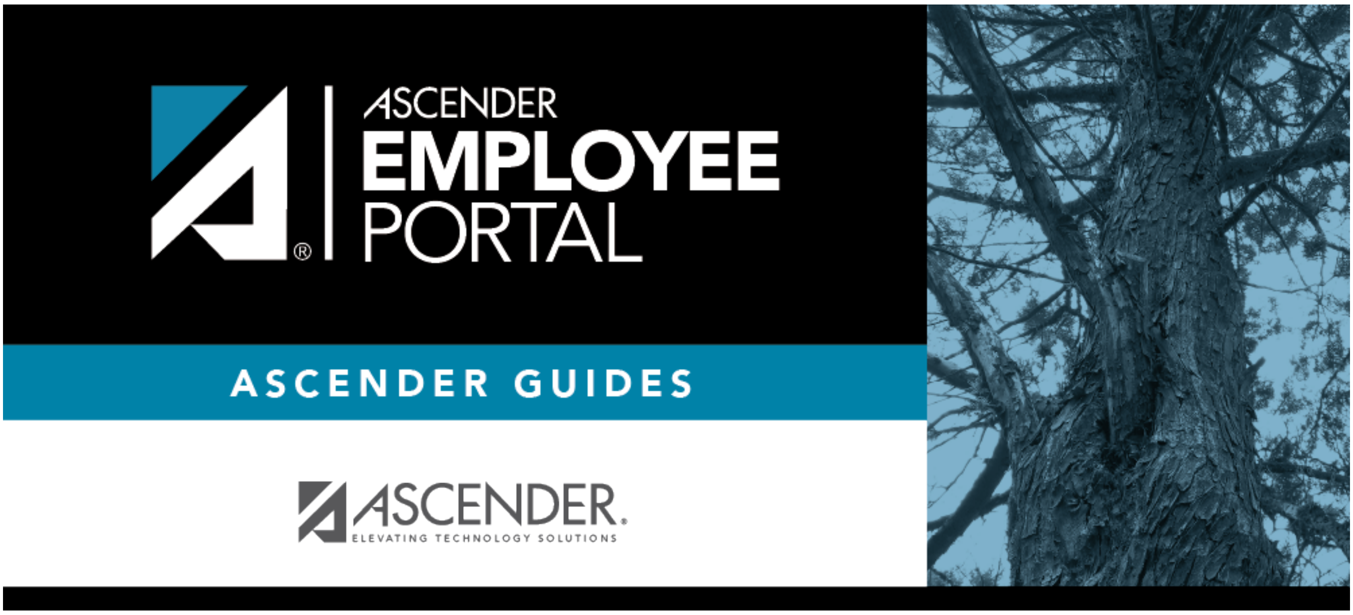
Employee	The employee number and name are displayed.
Start and End Date	The start and end date range for the leave request is displayed in the MMDDYYYY format.
Start and End Time	The start and end time range for the leave request is displayed in the HH MM format.
Leave Type	The leave type requested is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

❏ Under **Supervisor Action**, select the appropriate action (**Approve**, **Disapprove**, or **No Action**).

❏ The Comment Log text box is enabled if **Approve** or **Disapprove** is selected. Type any comments related to the leave request. If you are disapproving the leave request, a comment is required. This comment is included in the email message that is sent to the employee notifying them of the action taken.

❏ Click **Save**. An email message is sent to the employee notifying them of the action (approval or disapproval) taken.

- If **No Action** is selected, the leave request remains in the list of pending leave requests.
- If **Approve** or **Disapprove** is selected, the leave request is no longer displayed in the list of pending leave requests.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