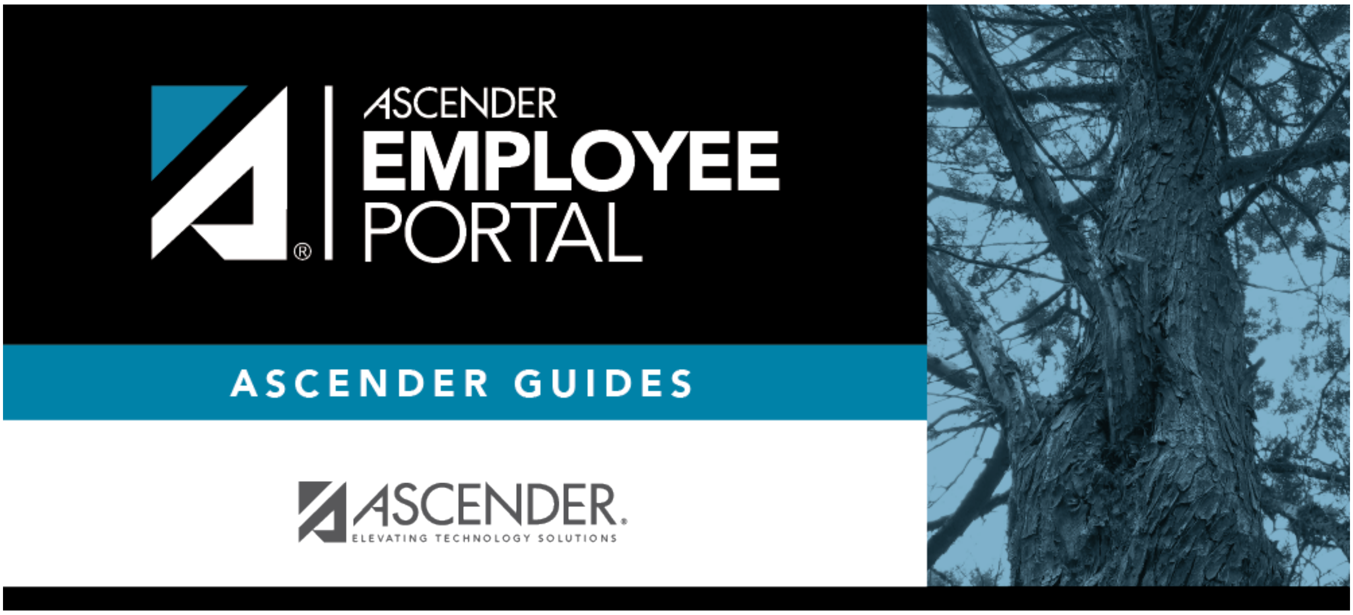
ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
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ELEVATING TECHNOLOGY SOLUTIONS

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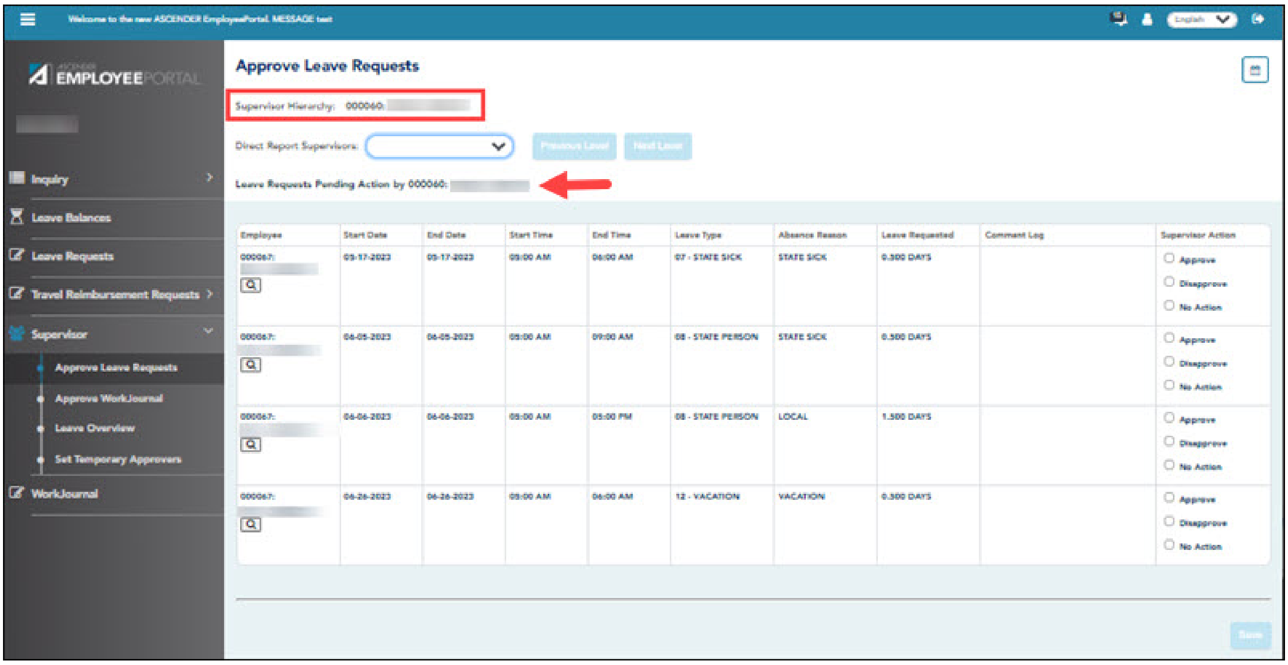
EmployeePortal > Supervisor > Approve Leave Requests

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 Personnel. In addition, you will receive a message notification in the top-right corner of the page.

1. View leave requests.

   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 if any.


Welcome to the new ASCENDER EmployeePortal. MESSAGE test
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]

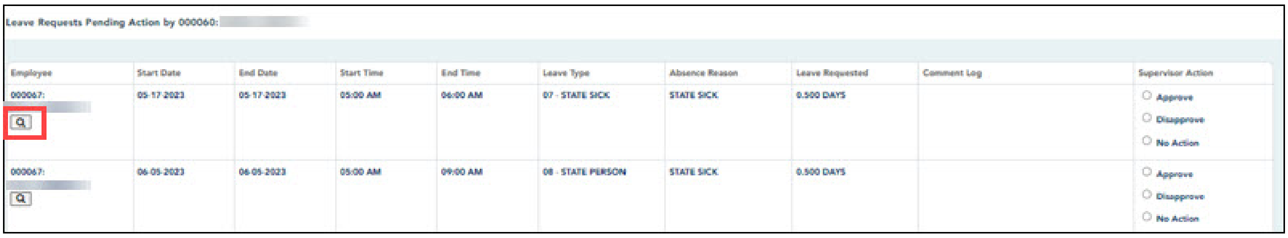
Employee	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Leave Requested	Comment Log	Supervisor Action
000067: [redacted]	05-17-2023	05-17-2023	08:00 AM	06:00 AM	07 - STATE SICK	STATE SICK	0.500 DAYS		○ Approve ○ Disapprove ○ No Action
000067: [redacted]	06-05-2023	06-05-2023	08:00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

Field	Description
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.

☐ If you need to approve leave requests for any of your direct report supervisors, change the **Supervisor Heirarchy**.

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.

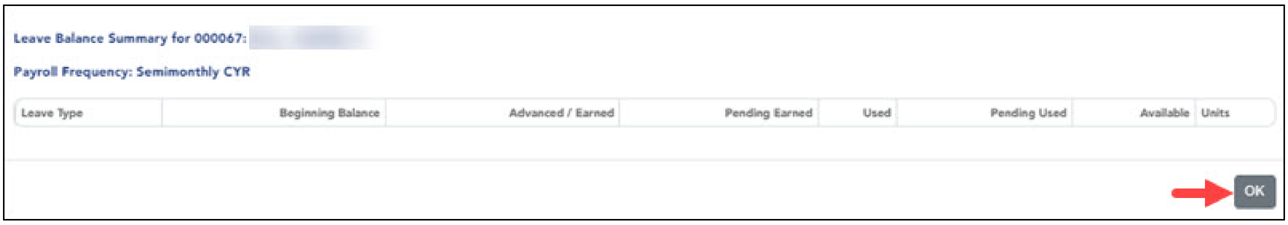
❑ To view the employee's leave balance summary, click 🔍 under the employee's name.



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

The Leave Balance Summary window opens with the employee's leave balance details.



Leave Balance Summary for 000067: [redacted]

Payroll Frequency: Semimonthly CYR

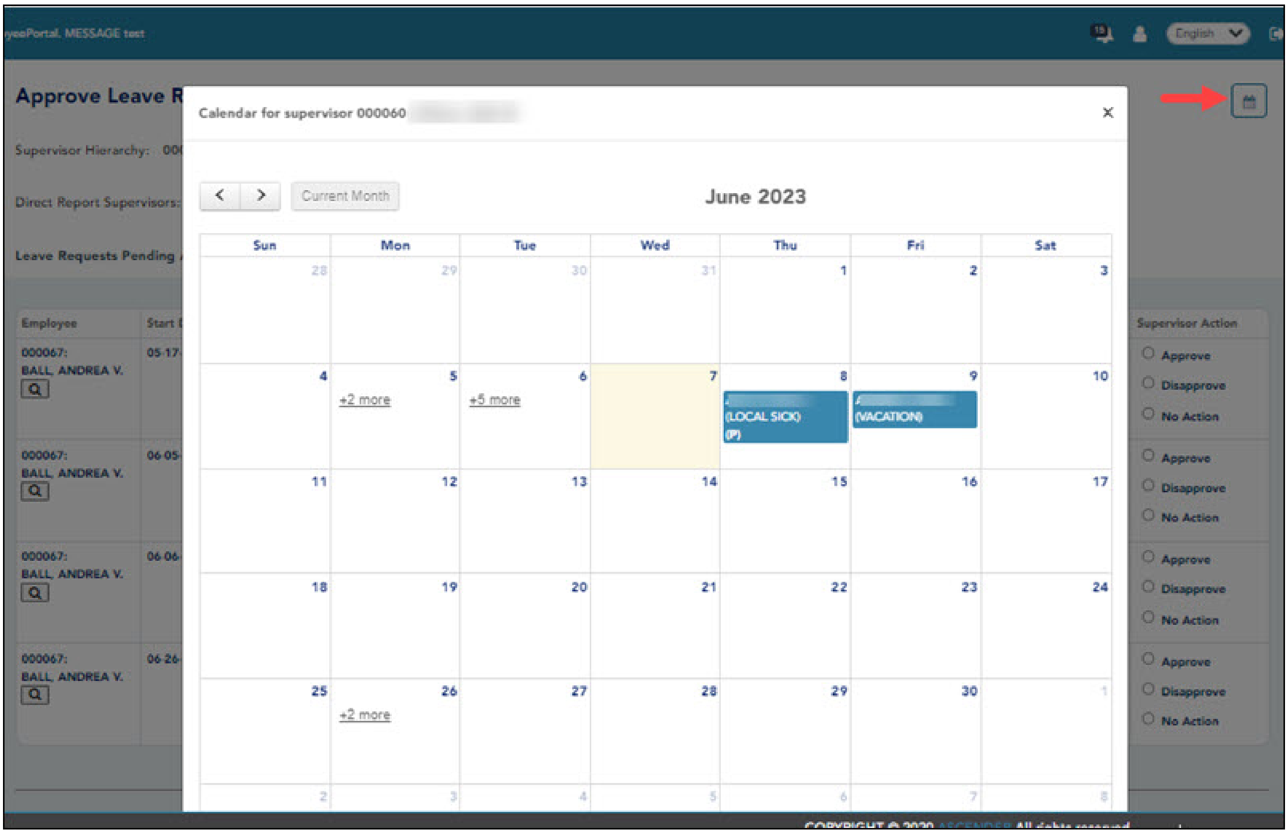
Leave Type	Beginning Balance	Advanced / Earned	Pending Earned	Used	Pending Used	Available	Units

Leave Type	The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.
Beginning Balance	The leave balance as of the beginning of this year for each leave type is displayed.
Advanced/Earned	The number of units of leave advanced or earned as of the last pay period is displayed.
Pending Earned	The total leave earned but not yet processed through payroll is displayed.
Used	The number of units of leave used as of the last pay period is displayed.
Pending Used	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the **Available Balance** field.
Available	The total number of leave units still available for use is displayed. The **Available** balance is determined by the following calculation: (prior year balance + advanced earned + pending earned) - used - pending used
Units	Indicates the type of units (hours or days) that is used when calculating leave requests.

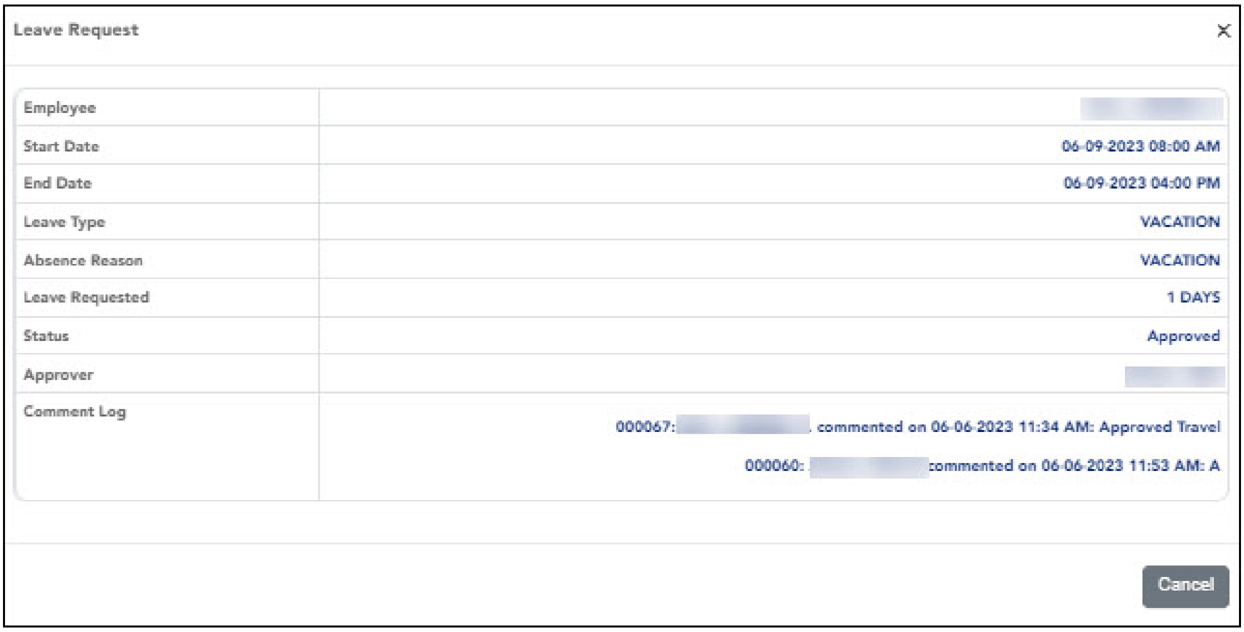
❑ Click **OK** to close the window.

2. View leave in a calendar format.

☐ 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 [redacted]
Current Month
June 2023
Sun
Mon
Tue
Wed
Thu
Fri
Sat
+2 more
+5 more
(LOCAL SICK) (P)
(VACATION)
+2 more
Approve Leave R
Supervisor Hierarchy:
Direct Report Supervisors:
Leave Requests Pending
Employee
000067: BALL, ANDREA V.
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	[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	000067: [redacted] commented on 06-06-2023 11:34 AM: Approved Travel 000060: [redacted] commented on 06-06-2023 11:53 AM: A

- 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.

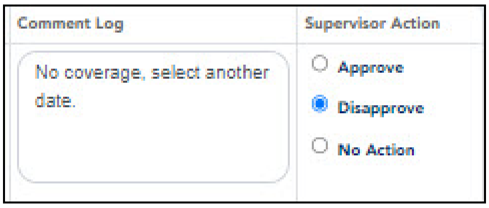
> **Note**: You may have to use the scroll bar to scroll down and view the **Close** button.

3. 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**).



Comment Log	Supervisor Action
No coverage, select another date.	○ Approve ● Disapprove ○ No Action

☐ The Comment Log text box is enabled if **Approve** or **Disapprove** is selected. Type any comments related to the leave request.

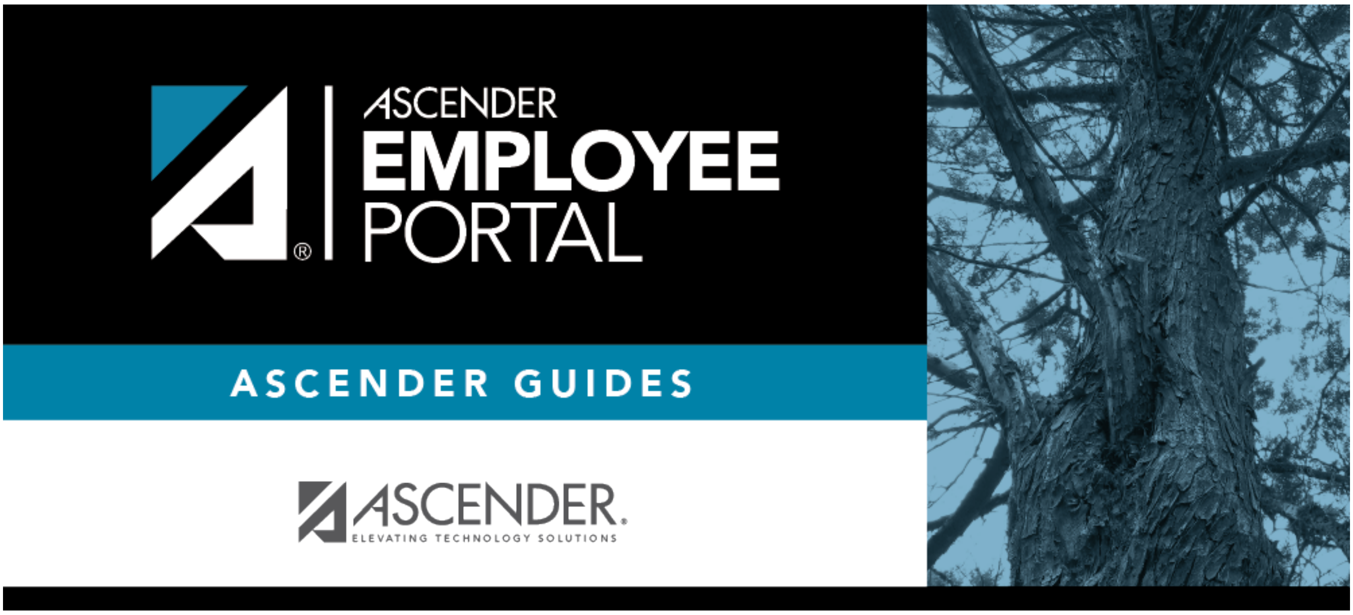
  - If you approve the leave request, a comment is not required.
  - If you disapprove the leave request, a comment is required. This comment is included in the email message that is sent to the employee notifying them of the action taken.

☐ Click **Save**. If you are the final approver, an email message is sent to the employee notifying them of the action (approved/disapproved) taken on the request.

  - If the request is approved or disapproved, the request is no longer displayed in the list of pending leave requests.

  - If no action is taken, the request remains in the list of pending leave requests.

Admin Note: The payroll department will use the Utilities > Import Online Leave Requests page in the ASCENDER Payroll application to import the leave request(s) from EmployeePortal and create a leave transmittal to be processed by payroll. After a leave transmittal has been created in Payroll, the employee can no longer edit or delete the leave request.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