



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS






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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.

Field	Description
<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>

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

<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. 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>
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☐ To view the employee's leave balance summary, click  under the employee's name.

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

<b>Leave Type</b>	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.
<b>Beginning Balance</b>	The leave balance as of the beginning of this year for each leave type is displayed.
<b>Advanced/Earned</b>	The number of units of leave advanced or earned as of the last pay period is displayed.
<b>Pending Earned</b>	The total leave earned but not yet processed through payroll is displayed.
<b>Used</b>	The number of units of leave used as of the last pay period is displayed.
<b>Pending Used</b>	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the <b>Available Balance</b> field.
<b>Available</b>	The total number of leave units still available for use is displayed. The <b>Available</b> balance is determined by the following calculation: (prior year balance + advanced earned + pending earned) - used - pending used

<b>Units</b>	Indicates the type of units (hours or days) that is used when calculating leave requests.
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☐ Click **OK** to close the window.



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