



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES

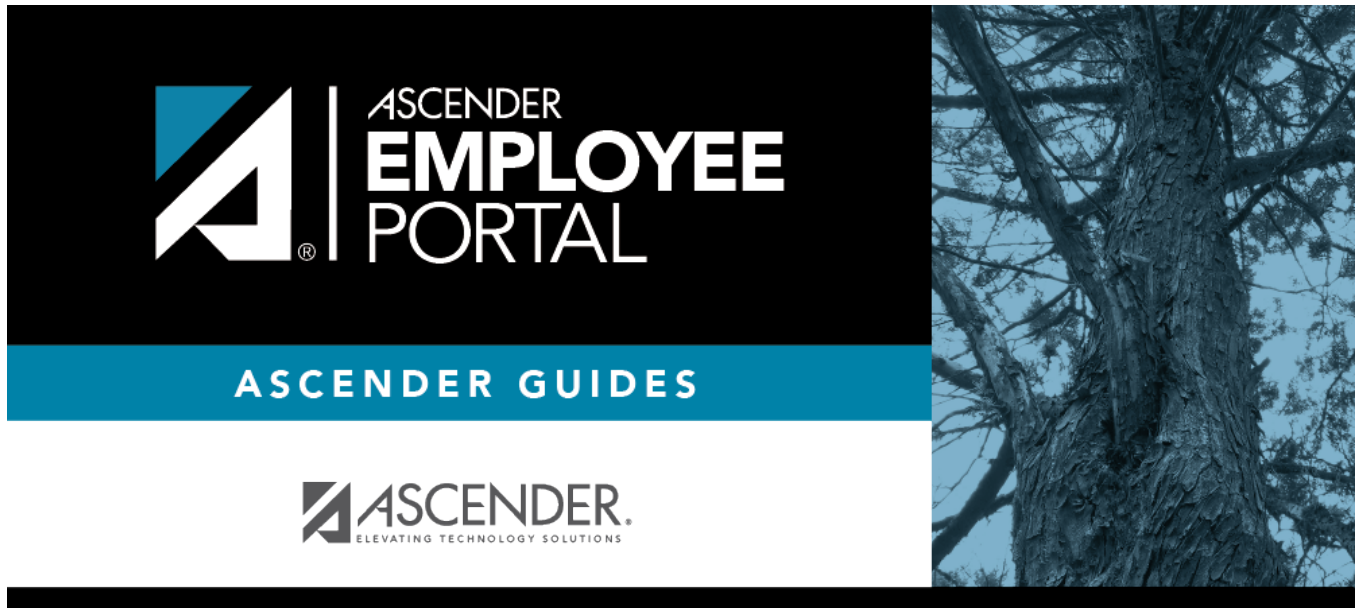


ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

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 type of leave requested is displayed.
Comment Log	Any requestor comments that were added to the leave request are displayed.
Status	The current status of the leave request is displayed.



Back Cover