


ASCENDER

EMPLOYEE


PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS











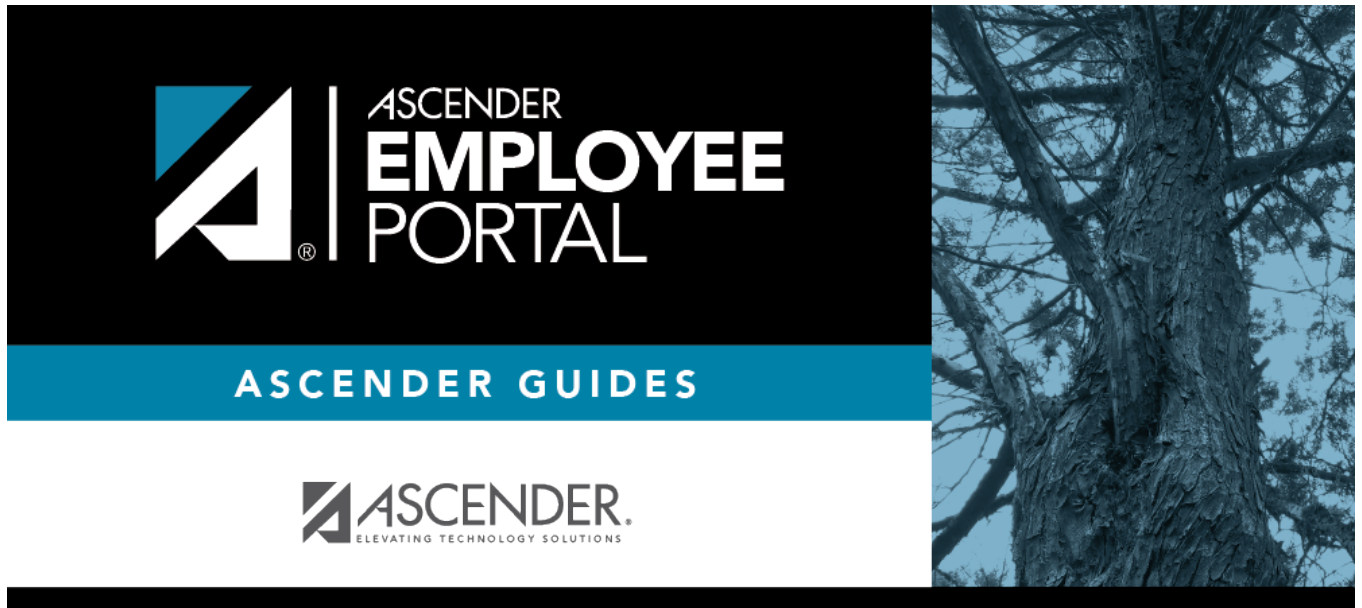
# Table of Contents



Leave Requests Pending Action by 000242: DANIELS, DAVID M

Employee	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Leave Requested	Comment Log	Supervisor Action
000125 CABALLERO, BRENDA L. 	07-01- 	07-03- 	08:30 AM	05:00 PM	12 - VACATION	VACATION	3.000 DAYS		<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> No Action
000125 CABALLERO, BRENDA L. 	07-05- 	07-05- 	08:30 AM	02:30 PM	12 - VACATION	VACATION	1.000 DAYS		<input type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> No Action

Employee	The employee number and name is 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.



## Back Cover