



ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

The graphic features a black background on the left with a white and blue stylized 'A' logo. To the right of the logo, the text 'ASCENDER EMPLOYEE PORTAL' is displayed in white. Below this, a teal horizontal bar contains the text 'ASCENDER GUIDES' in white. At the bottom left, the 'ASCENDER.' logo is shown in grey, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. On the right side of the graphic, there is a vertical image of a tree trunk with a blue tint.



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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

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



## Back Cover