



ASCENDER GUIDES

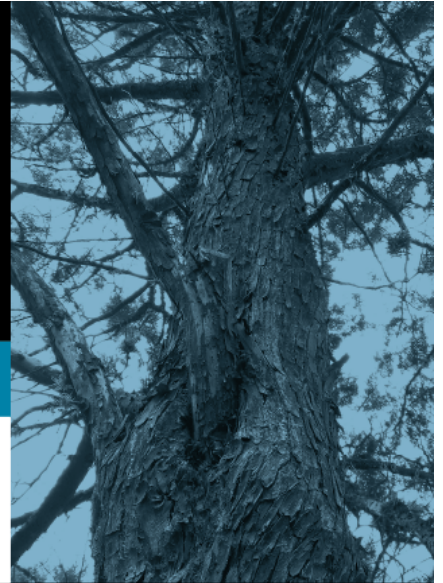


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Calendar

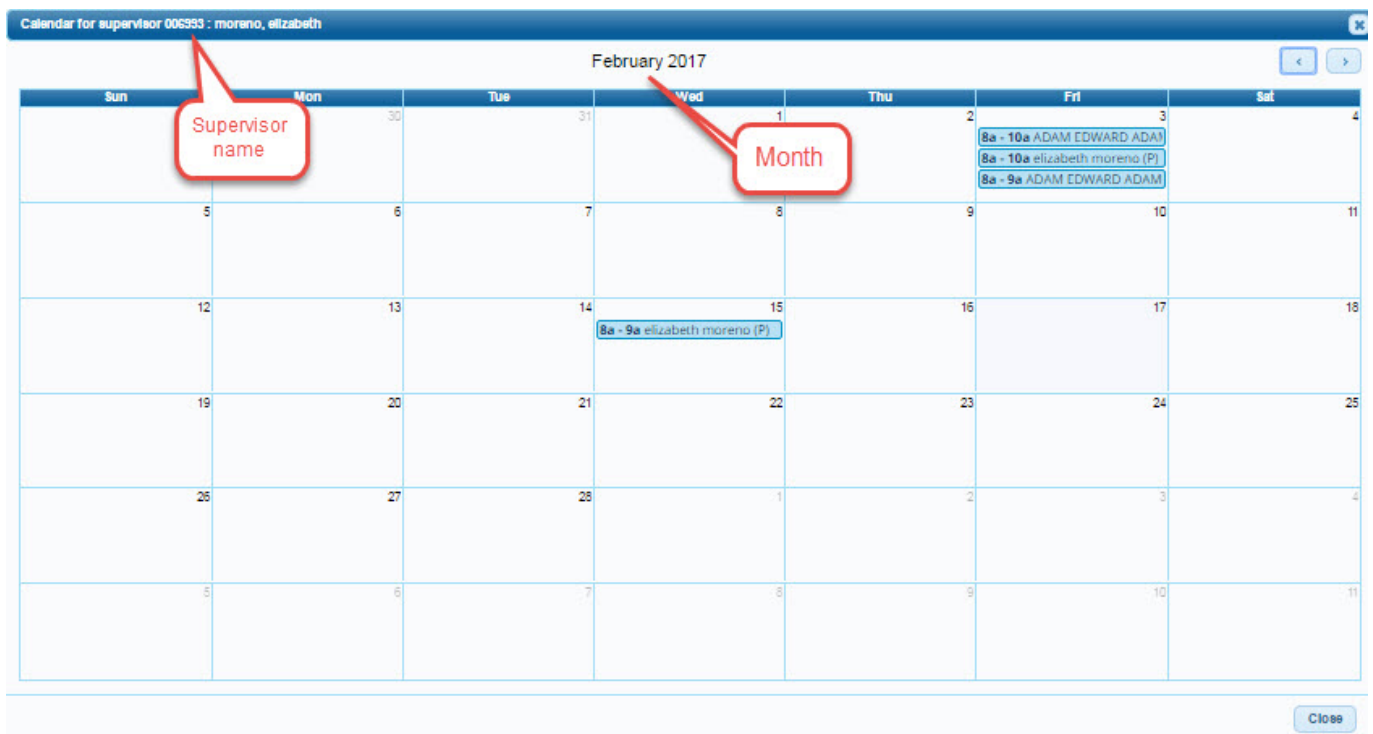
EmployeePortal > Leave > Supervisor > Calendar

This page is used to view leave requests in a calendar format. You can view leave requests for yourself, your direct report employees and supervisors, and any employees who report to your direct report supervisors.

If this page is disabled, check with your district administrator, as the district may have opted not to allow access.

View leave requests:

The calendar format is available on each Supervisor page. You can click  at any time to view the leave requests in a calendar format for the selected supervisor.



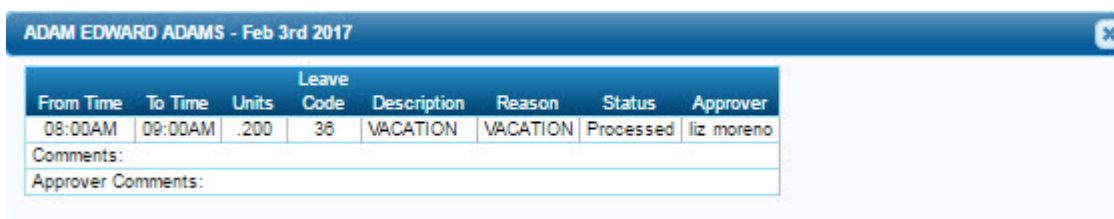
Calendar for supervisor 006933 : moreno, elizabeth

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	31	1	2	3 8a - 10a ADAM EDWARD ADAM 8a - 10a elizabeth moreno (P) 8a - 9a ADAM EDWARD ADAM	4
5	6	7	8	9	10	11
12	13	14	15 8a - 9a elizabeth moreno (P)	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11



Close

The current month is displayed in a calendar format. Click a leave request entry to display a window with the selected leave request details.




ADAM EDWARD ADAMS - Feb 3rd 2017

From Time	To Time	Units	Code	Description	Reason	Status	Approver
08:00AM	09:00AM	.200	36	VACATION	VACATION	Processed	liz moreno
Comments:							
Approver Comments:							

Use   to toggle between the months and view leave request entries for each month.

Click X to close the leave request details pop-up window and return to the calendar view.

If you clicked  from another page, click **Close** to close the calendar view.



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