



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 is a vertical photograph of a tree trunk with a blue tint. The text is arranged in three horizontal sections: the top section contains the 'ASCENDER EMPLOYEE PORTAL' logo, the middle section is a blue bar with 'ASCENDER GUIDES' in white, and the bottom section is white with the 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS' logo.

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Calendar

EmployeePortal > Supervisor > Calendar

This page provides a calendar view of all leave requests for yourself, your direct report employees, and any employees who report to them. In addition, you can view your employee's WorkJournal entries (total hours worked) each day.



Note: All employee leave requests with one of the following statuses are displayed as read-only.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

View leave requests:

When you access the page, a view of the current month calendar is displayed.

Click an entry from the calendar. The request details are displayed. If there are more leave or WorkJournal entries that fit in the calendar day on the page, a + more link is displayed. Click the link to view the additional entries.

- Click  to view the previous month.
- Click  to view the next month.
- Click **Current Month** to view the current month. The **Current Month** button is only enabled if you are viewing a prior or future month.

Click **Cancel** to close the request details window and return to the calendar view.

Calendario

EmployeePortal > Supervisor > Calendario

Esta página le brinda una vista de calendario de las solicitudes de permiso hechas por usted, por los empleados y supervisores que dependen de usted, y por todos los empleados subordinados de los supervisores que dependen de usted.



Nota: Todas las solicitudes de permiso del empleado que tengan uno de los siguientes estatus se muestran en estado de solo lectura.

Si esta página no está habilitada, consulte a su administrador del distrito, ya que el distrito puede haber decidido no permitir el acceso.

Ver solicitudes de permiso:

Cuando accede a la página, se visualiza el mes calendario actual.

Haga clic en un espacio de solicitud de permiso en el calendario para abrir una ventana con los detalles del permiso.

- Haga clic en  para ver el mes anterior.
- Haga clic en  para ver el mes siguiente.
- Haga clic en **Mes actual** para ver el mes actual. El botón **Mes actual** solamente está habilitado si está visualizando un mes anterior o futuro.

Haga clic en **Cancelar** para cerrar ventana de detalles de la solicitud de permiso y regresar a la vista de calendario.



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