



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



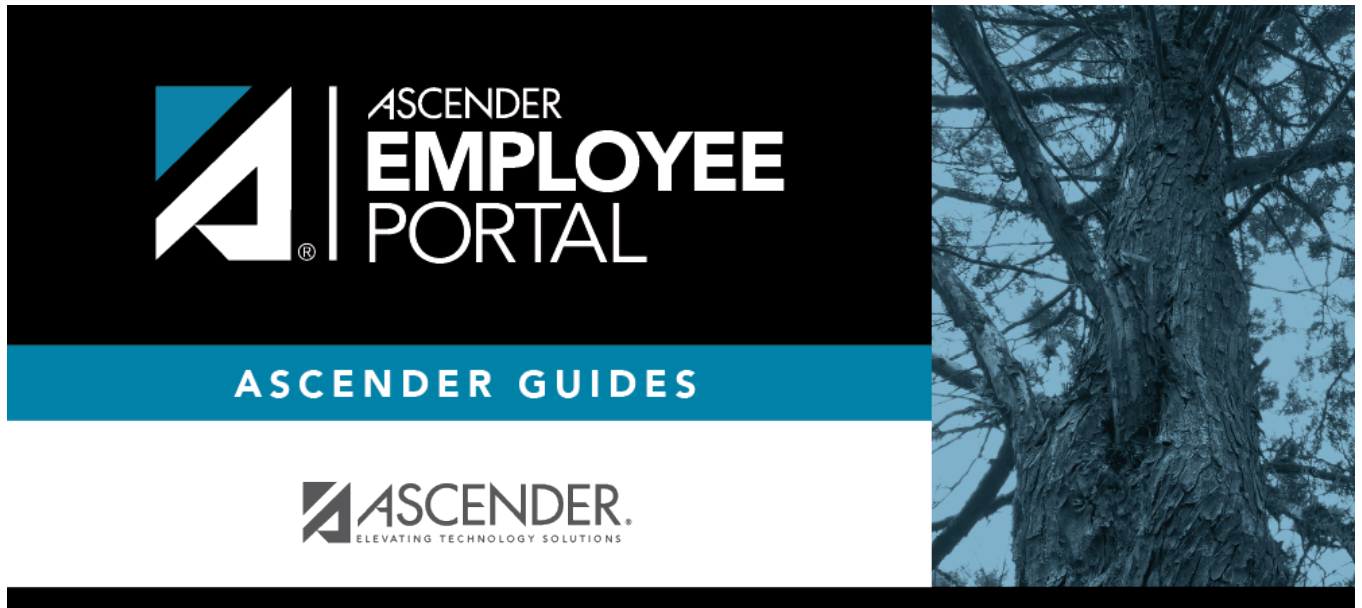
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

A view of the current month is displayed with all submitted leave requests. You can select a leave request entry from the calendar to open a window with the leave request details.

- 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 **X** or **Cancel** to close the calendar view and return to the table view.



Back Cover