



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES

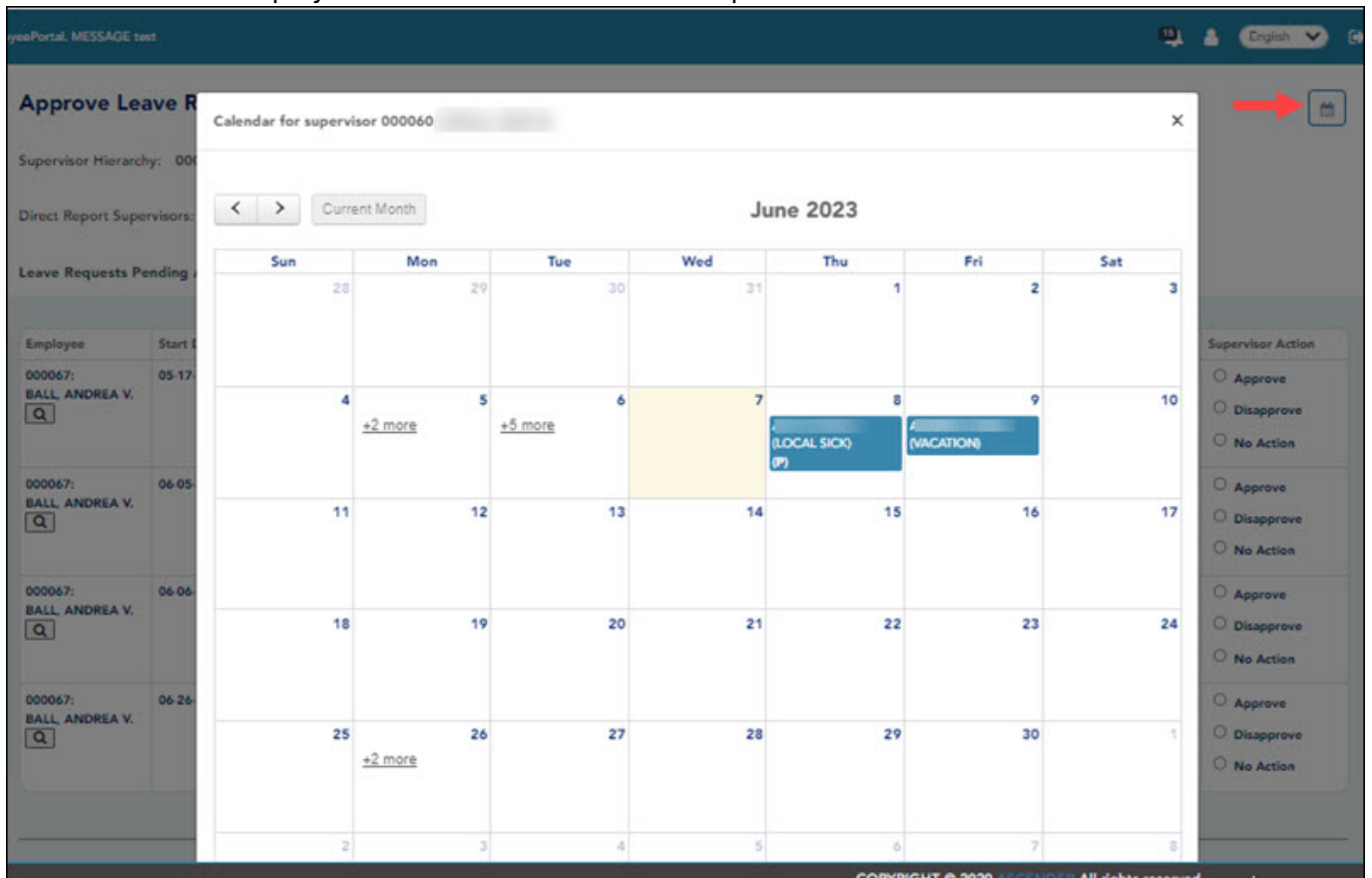


ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



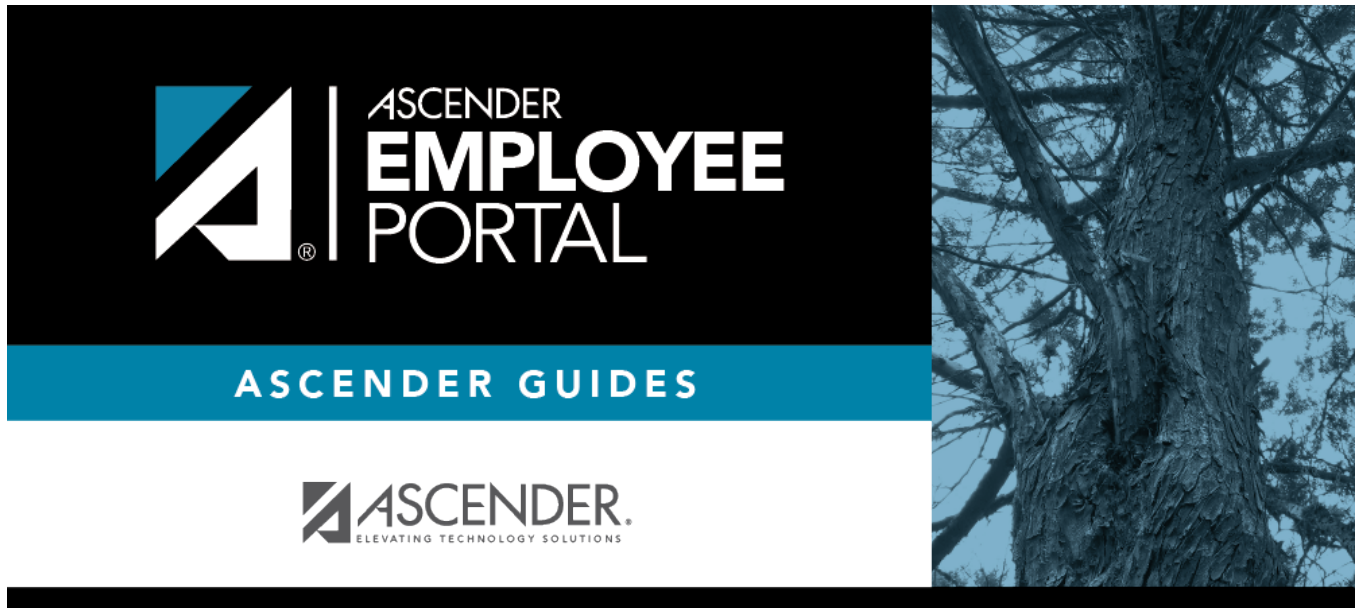
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□ In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests.



The screenshot shows the 'Approve Leave Request' window for supervisor 000060. The calendar displays June 2023. The supervisor hierarchy and direct report supervisors are listed on the left. The calendar shows leave requests for Ball, Andrea V. on various dates, including a local sick day and vacation. The supervisor action panel on the right allows for Approve, Disapprove, or No Action.

- This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.
- Click 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.



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