



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES




ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS

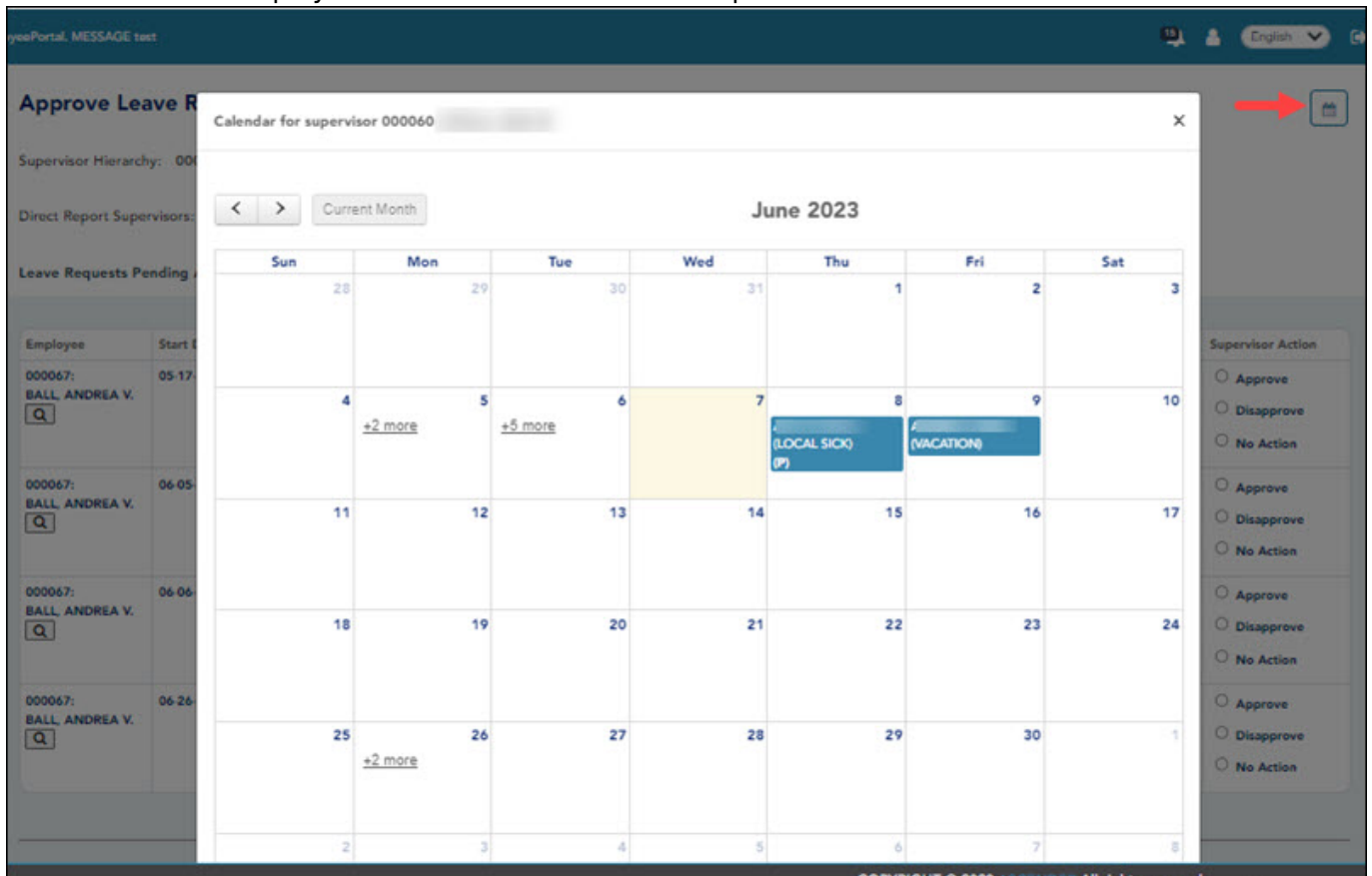




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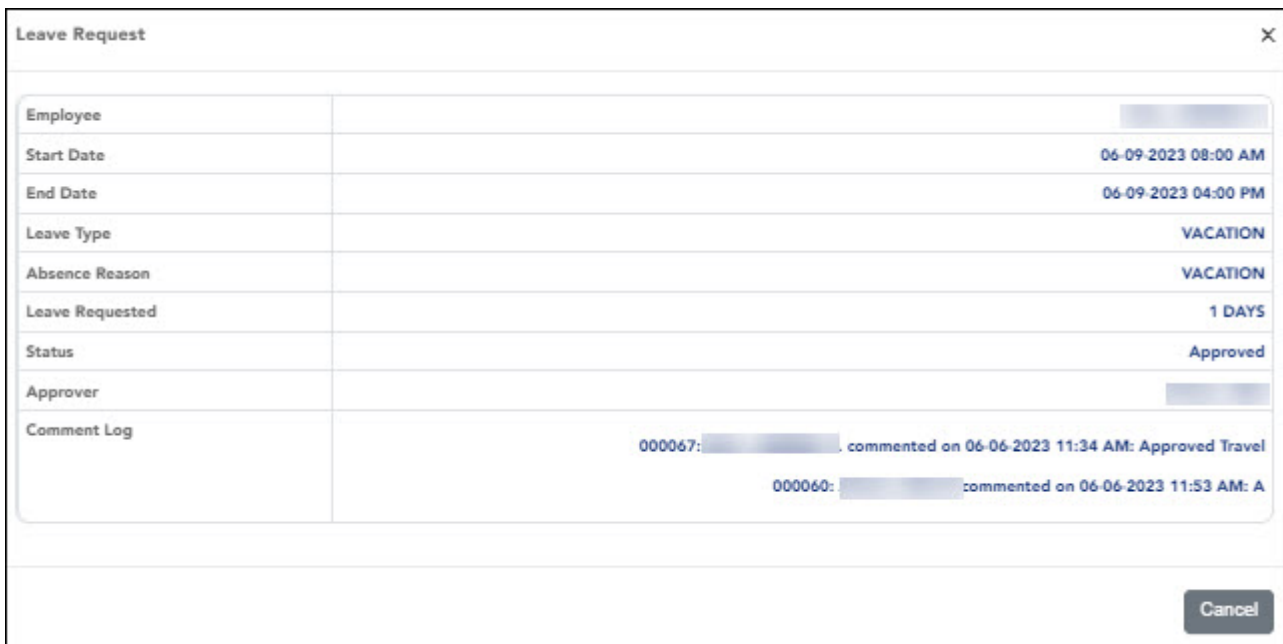
□ In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests.



The screenshot shows the 'Approve Leave Request' window for supervisor 000060. The calendar for June 2023 is displayed, showing leave requests for the month. The calendar includes a 'Current Month' button and navigation arrows. The leave requests are categorized by type: (LOCAL SICK) and (VACATION). The supervisor's actions are listed on the right side of the window.

Employee	Start Date	End Date	Leave Type	Status	Approver
000067: BALL, ANDREA V.	05-17				
000067: BALL, ANDREA V.	06-05				
000067: BALL, ANDREA V.	06-06				
000067: BALL, ANDREA V.	06-26				


- 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.




The 'Leave Request' window displays the following details:

Employee	
Start Date	06-09-2023 08:00 AM
End Date	06-09-2023 04:00 PM
Leave Type	VACATION
Absence Reason	VACATION
Leave Requested	1 DAYS
Status	Approved
Approver	
Comment Log	<p>000067: commented on 06-06-2023 11:34 AM: Approved Travel</p> <p>000060: commented on 06-06-2023 11:53 AM: A</p>

Cancel

- 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 **Close** to close the calendar view and return to the table view.

**Note:** You may have to scroll down to view the **Close** button.



## Back Cover