



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES




ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS

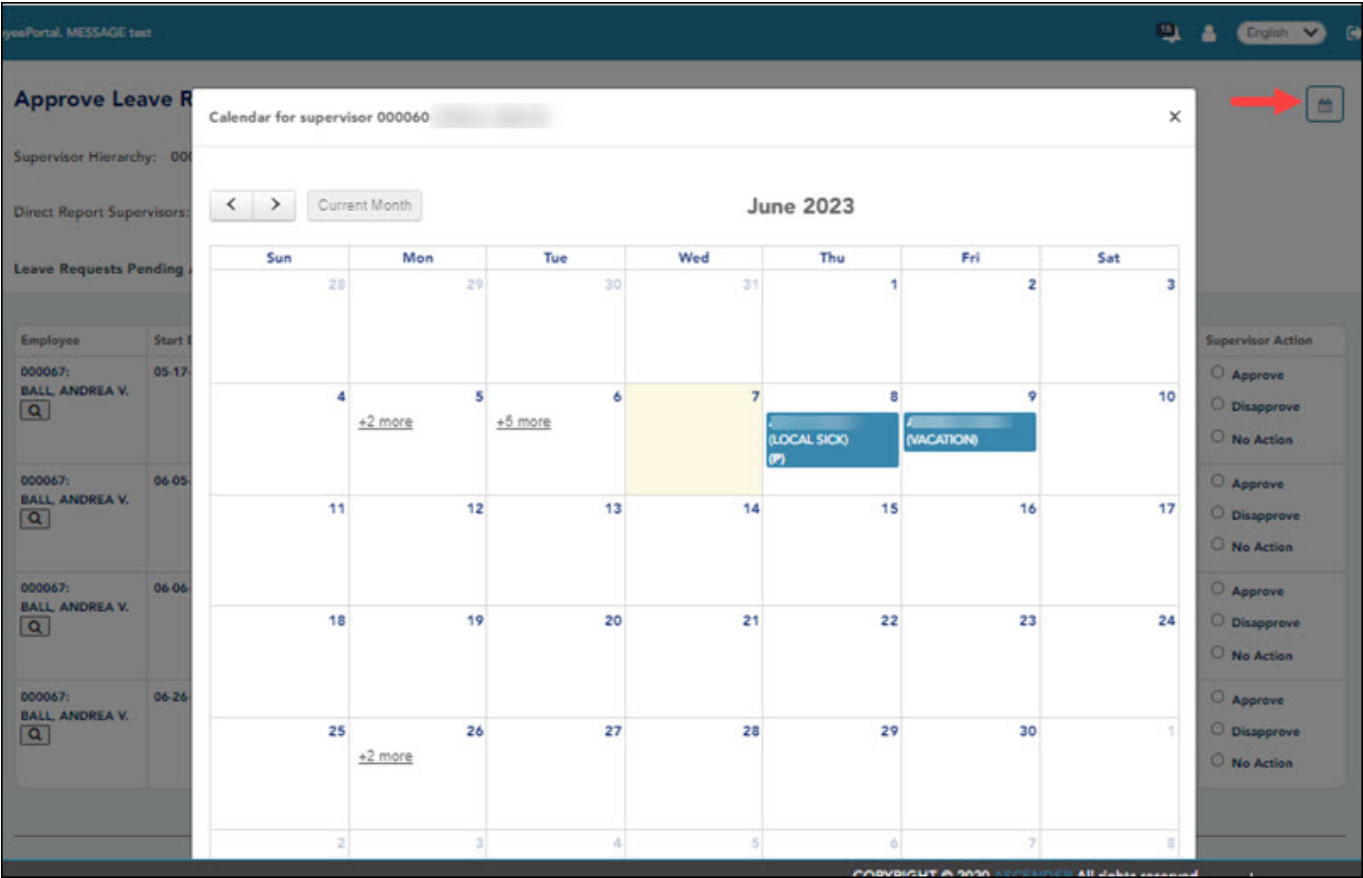




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❑ In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests. This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.



❑ Click a leave request entry from the calendar to open a window with the leave request details.

Leave Request

Employee

Start Date

End Date

Leave Type

Absence Reason

Leave Requested

Status

Approver

Comment Log

06-09-2023 08:00 AM

06-09-2023 04:00 PM

VACATION


VACATION


1 DAYS

Approved

000067: commented on 06-06-2023 11:34 AM: Approved Travel  
000060: commented on 06-06-2023 11:53 AM: A

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