



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	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	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 use the scroll bar to scroll down and view the **Close** button.



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