



ASCENDER
EMPLOYEE
PORTAL


ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

❑ 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.

Employee

Start Date

000067: BALL, ANDREA V. 05-17

000067: BALL, ANDREA V. 06-05

000067: BALL, ANDREA V. 06-06

000067: BALL, ANDREA V. 06-26

Supervisor Hierarchy: 000

Direct Report Supervisors:

Leave Requests Pending

Calendar for supervisor 000060

< > Current Month

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5 +2 more	6 +5 more	7 (LOCAL SICK) (P)	8 (VACATION)	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 +2 more	27	28	29	30	1
2	3	4	5	6	7	8

Supervisor Action

☐ Approve

☐ Disapprove

☐ No Action

☐ Approve

☐ Disapprove

☐ No Action

☐ Approve

☐ Disapprove

☐ No Action

☐ Approve

☐ Disapprove

☐ No Action

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



Back Cover