



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS





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<b>Start and End Date</b>	The start and end date range for the leave request is displayed in the MMDDYYYY format.
<b>Start and End Time</b>	The start and end time range for the leave request is displayed in the HH MM format.
<b>Leave Type</b>	The type of leave requested is displayed.
<b>Comment Log</b>	Any requestor comments that were added to the leave request are displayed.
<b>Status</b>	The current status of the leave request is displayed.

When a leave request is created, the status of the leave request is *Pending Spvsr Approval*.

After a leave request is approved by your supervisor, the status of the leave request is *Pending Payroll*.

If a leave request is disapproved by your supervisor, the status of the leave request is *Disapproved*.

After a leave request is processed by payroll, it is no longer displayed on this page.



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