



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS





# Table of Contents



<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.



## Back Cover