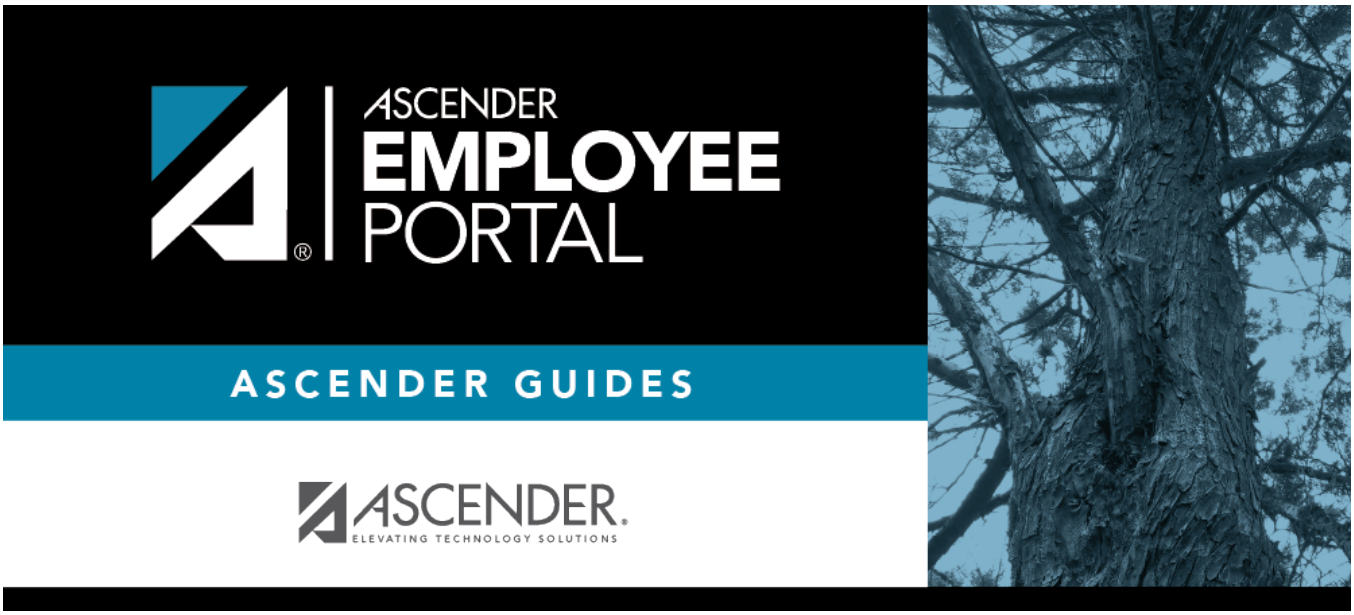

ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Table of Contents

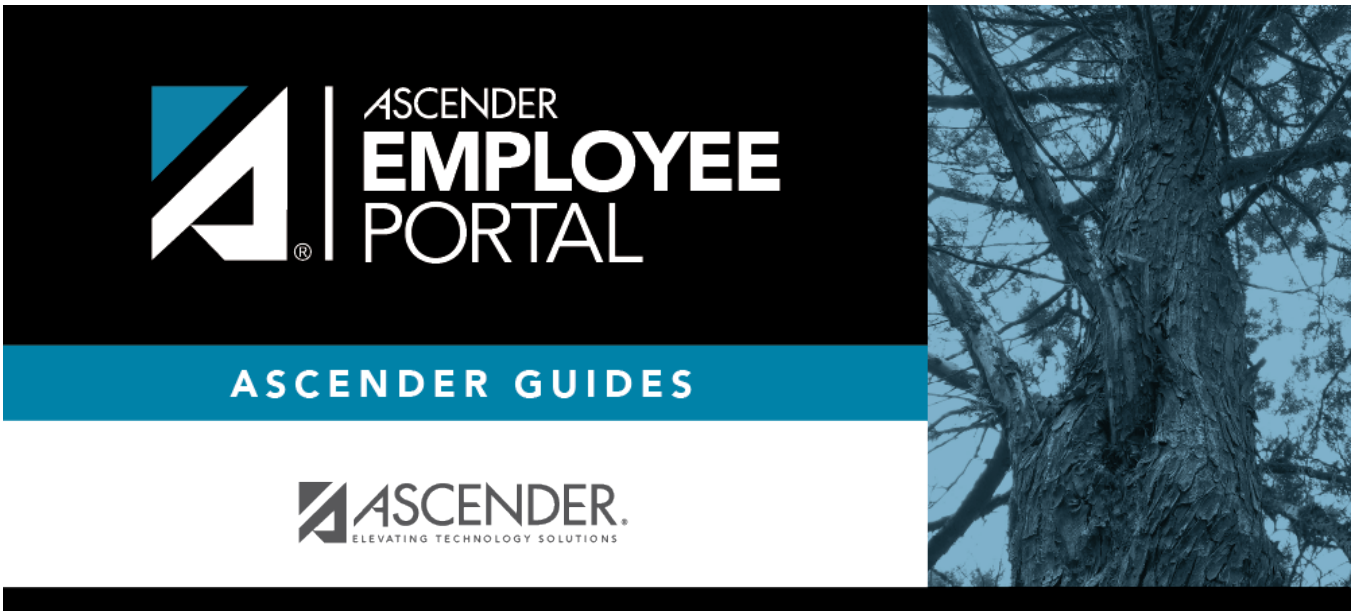
If you have supervisors who report directly to you, click ⌄ to view a list of the supervisors.

Select the supervisor's name. The **Next Level** button is enabled. Click **Next Level**.

The selected supervisor's name is moved to the **Supervisor Hierarchy** level and a list of leave requests pending their approval is displayed.

Follow the steps in the **Approve or disapprove a leave request** section to take action on the applicable leave requests.

Click **Previous Level** to return to the list of pending leave requests for the previous level of supervisor hierarchy.


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover