



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES




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ELEVATING TECHNOLOGY SOLUTIONS






# Table of Contents



Click  to view a list of your direct report supervisors.

Select a supervisor name, and click **Next Level** to view pending leave requests from the selected supervisor's direct report employees.

Supervisor Hierarchy: 006993 : moreno, elizabeth 

Direct Report Supervisors:


Previous Level

Next Level

000029 : ADAMS, ADAM E

The selected supervisor name is moved to the **Supervisory Hierarchy** level, and a list of pending leave requests for the selected supervisor is displayed. Follow the steps in the Approve or disapprove a leave request section to take action on each leave request.

Leave > Supervisor > Approve Leave Requests

Supervisor Hierarchy: 006993 : moreno, elizabeth → 000029 : ADAMS, ADAM E 


Direct Report Supervisors:

Previous Level

Next Level

Save

Leave Requests Pending Action by 000029 : ADAMS, ADAM E

Supervisor Action		Supervisor Comment	Employee
<input checked="" type="radio"/> Approve	<input type="radio"/> Disapprove	<input type="radio"/> No Action	<div>000280 : ANNO,AMBER F</div> <div><div>Comment</div></div>

Click **Previous Level** to return to the previous supervisor's pending leave requests.

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