



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS



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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:

000029 : ADAMS, ADAM E

Previous LevelNext Level

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 LevelNext Level

Save

Leave Requests Pending Action by 000029 : ADAMS, ADAM E

Supervisor Action	Supervisor Comment	Employee
☒ Approve ☐ Disapprove ☐ No Action	Comment	000280 : ANNO,AMBER F 

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



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