



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.


ELEVATING TECHNOLOGY SOLUTIONS





# Table of Contents



Click  to view a list of your direct report supervisors.

- To view a list of pending leave requests for a specific supervisor, select the supervisor name and 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 applicable leave requests.
- Click **Previous Level** to return to the list of pending leave requests for the previous level of supervisor hierarchy.



## Back Cover