



ASCENDER
EMPLOYEE
PORTAL


ASCENDER GUIDES



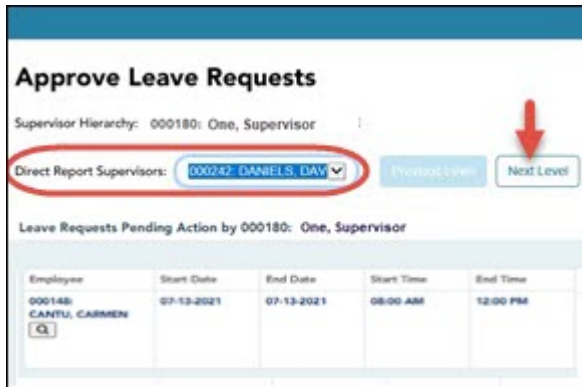
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents


Click  to view a list of your direct report supervisors.

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




Approve Leave Requests

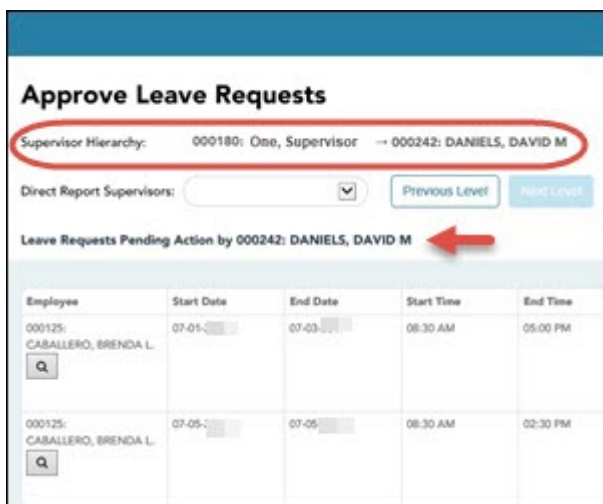
Supervisor Hierarchy: 000180: One, Supervisor

Direct Report Supervisors: 000242: DANIELS, DAVID  Previous Level Next Level

Leave Requests Pending Action by 000180: One, Supervisor


Employee	Start Date	End Date	Start Time	End Time
000148: CANTU, CARMEN 	07-13-2021	07-13-2021	08:00 AM	12:00 PM

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





Approve Leave Requests

Supervisor Hierarchy: 000180: One, Supervisor --> 000242: DANIELS, DAVID M

Direct Report Supervisors:  Previous Level Next Level

Leave Requests Pending Action by 000242: DANIELS, DAVID M

Employee	Start Date	End Date	Start Time	End Time
000125: CASALLERO, BRENDA L. 	07-01-	07-03-	08:30 AM	05:00 PM
000125: CASALLERO, BRENDA L. 	07-05-	07-05-	08:30 AM	02:30 PM

- 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