



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



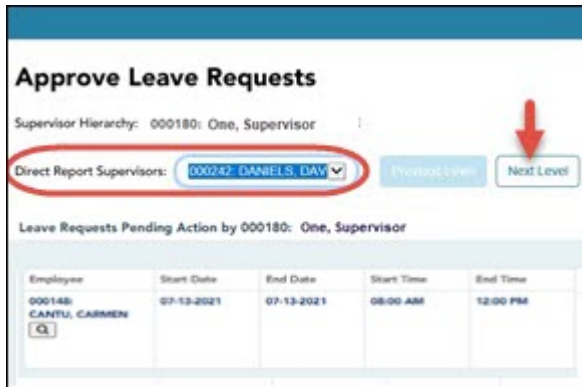
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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**.



Approve Leave Requests

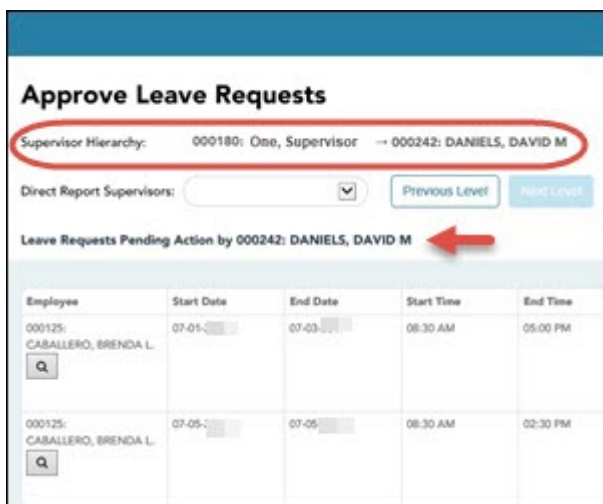
Supervisor Hierarchy: 000180: One, Supervisor

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 the applicable leave requests.

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



Back Cover