



ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

The graphic features a black background on the left with a white and blue logo consisting of a stylized 'A' with a blue triangle. To the right of the logo, the text 'ASCENDER EMPLOYEE PORTAL' is displayed in white. Below this, a blue horizontal bar contains the text 'ASCENDER GUIDES' in white. At the bottom left, the 'ASCENDER.' logo is shown in grey, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. On the right side of the graphic, there is a vertical image of a tree trunk with a blue tint.

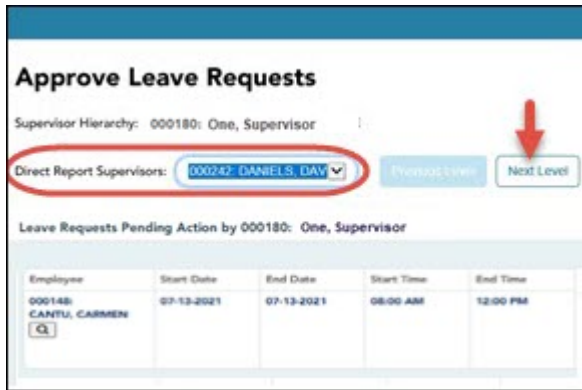


# Table of Contents



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

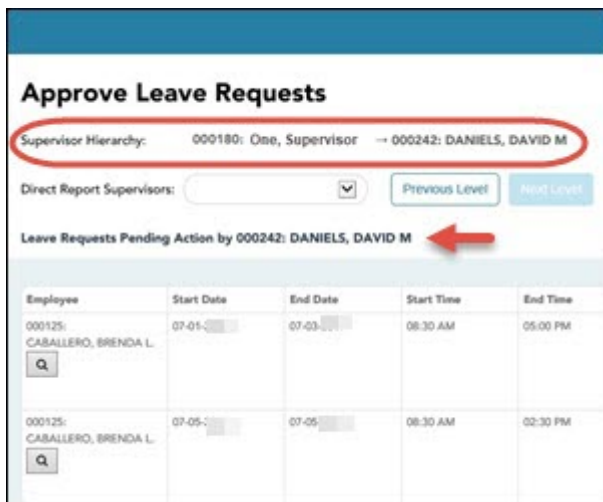
Direct Report Supervisors: 000242: DANIELS, DAV

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: [Dropdown]

Previous Level Next Level

Leave Requests Pending Action by 000242: DANIELS, DAVID M

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