ASCENDER
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PORTAL

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ELEVATING TECHNOLOGY SOLUTIONS

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Click ⌄ to view a list of your direct report employees. Select an employee to view his leave data. A list of processed and unprocessed leave requests is displayed.

If you select an employee who is also a supervisor, the **Next Level** button is enabled.

Click **Next Level**. The supervisor's name moves to the **Supervisor Hierarchy** level and the drop down is populated with a list of his direct report employees.

Click **Previous Level** to return to the previous level of the supervisor hierarchy.

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