ASCENDER
EMPLOYEE
PORTAL

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ELEVATING TECHNOLOGY SOLUTIONS

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Click ⌄ to view a list of your direct report employees. If you have a direct report employee who is a supervisor, the name is displayed in bold text and can be selected.

- Select a supervisor name and click **Next Level**. The supervisor's name moves to the **Supervisor Hierarchy** line, and the drop down is populated with his direct report employees. Click ▦ to view the employee leave request information in a calendar format for the direct report employees of the selected supervisor.
- Select an employee to view his leave data.
- Click **Previous Level** to return to the previous supervisor's direct employee leave data.

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