

## **ASCENDER GUIDES**





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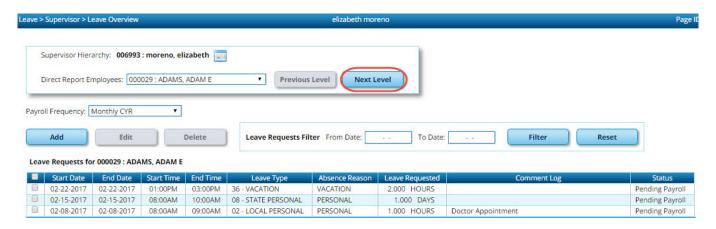
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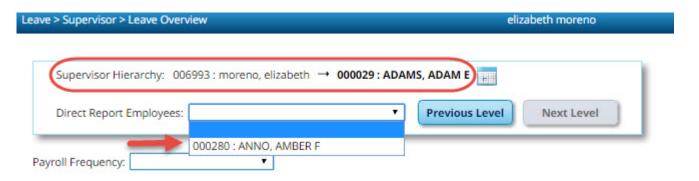
Click \* to view a list of your direct report employees. If you have a direct report employee who is a supervisor, the name is displayed in bold text and can be selected.



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 a list of his direct report employees.

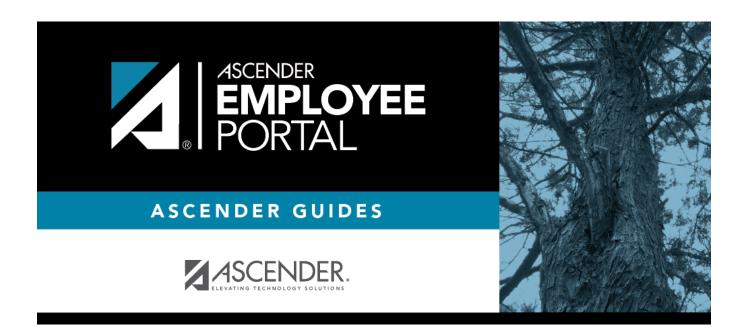


Click It to view the employee leave request information in a calendar format for the direct report employees of the selected supervisor.

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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