



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES




ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS



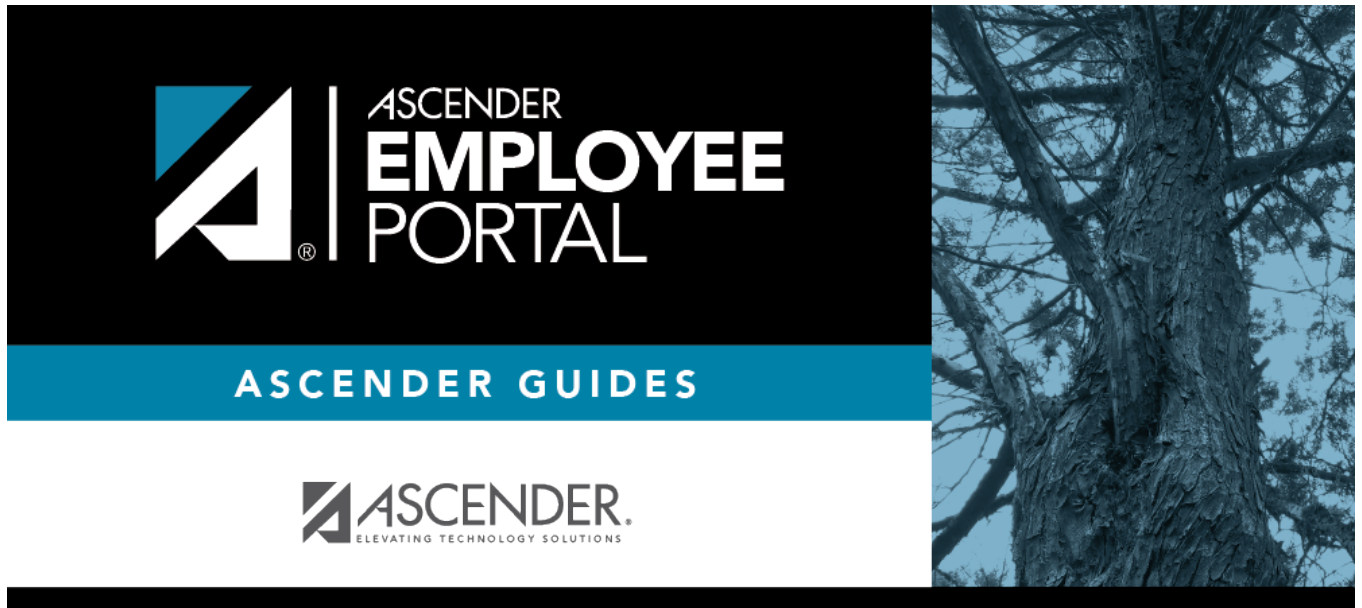


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Click  to view a list of your direct report employees. Select an employee to view his leave data. A list of processed and unprocessed leave requests is displayed.

- If 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 supervisor hierarchy.



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