

ASCENDER GUIDES





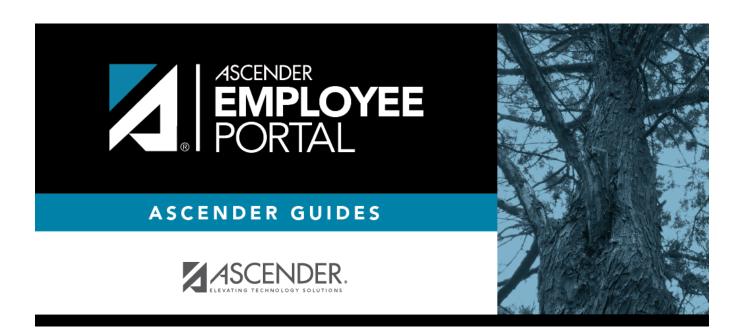
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 \square If you need to approve leave requests for any of your direct report supervisors, change the **Supervisor Heirarchy**.

Direct Report Supervisors	If you have supervisors who report directly to you, click $\stackrel{\checkmark}{\sim}$ to view a list of the supervisors.
	Select the supervisor's name. The Next Level button is enabled. Click
	Next Level. The selected supervisor's name is moved to the Supervisor Hierarchy level and a list of leave requests pending their approval is displayed. 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.



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