



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



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When you access the Approve Leave Requests page, your name is displayed in the **Supervisor Hierarchy** field and a list of leave requests pending your action is displayed below if any.

Employee	Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason	Leave Requested	Comment Log	Supervisor Action
000067	05-17-2023	05-17-2023	09:00 AM	06:00 AM	07 - STATE SICK	STATE SICK	0.300 DAYS		☐ Approve ☐ Disapprove ☐ No Action
000067	06-05-2023	06-05-2023	09:00 AM	09:00 AM	08 - STATE PERSON	STATE SICK	0.300 DAYS		☐ Approve ☐ Disapprove ☐ No Action
000067	06-06-2023	06-06-2023	09:00 AM	03:00 PM	08 - STATE PERSON	LOCAL	1.300 DAYS		☐ Approve ☐ Disapprove ☐ No Action
000067	06-26-2023	06-26-2023	09:00 AM	06:00 AM	12 - VACATION	VACATION	0.300 DAYS		☐ Approve ☐ Disapprove ☐ No Action

Supervisor Hierarchy

Your employee number and name are displayed.

Under **Leave Requests Pending Action**, a list of all pending leave requests from your direct report employees is displayed.

Follow the steps in the **Approve or disapprove a leave request** section to take action on applicable leave requests.

If you want to view pending leave requests that are awaiting action from one of your direct report supervisors. Select the supervisor's name from the **Direct Report Supervisors** drop-down field.

Direct Report Supervisors

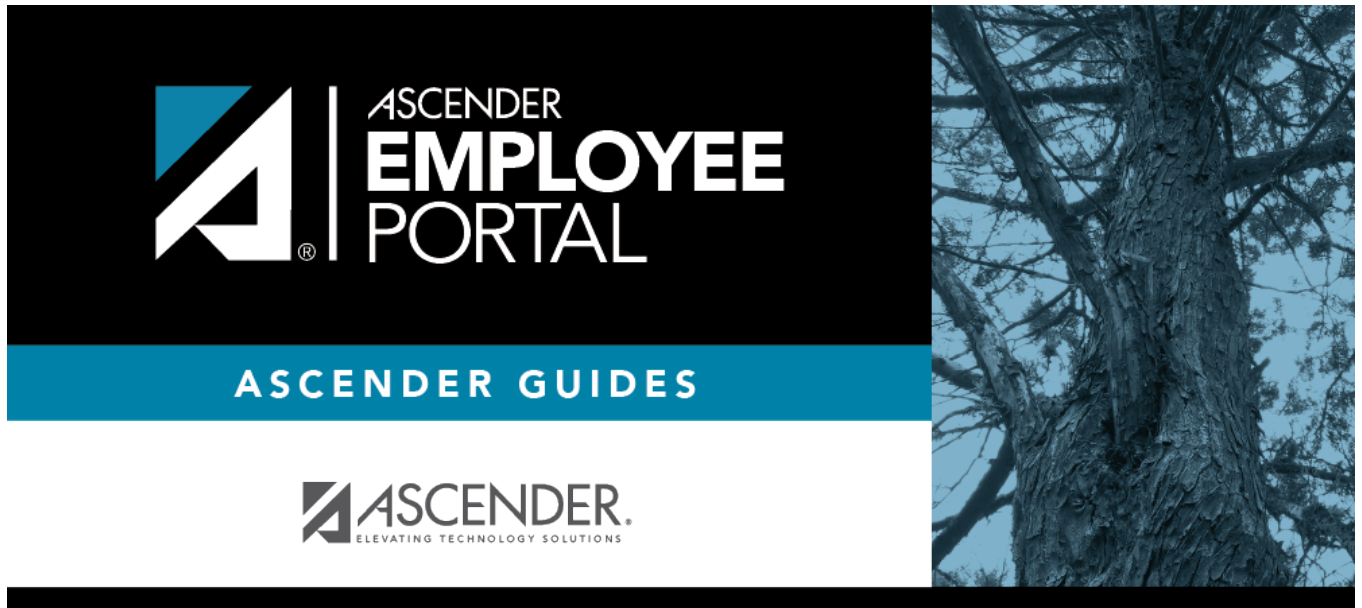
If you have supervisors who report directly to you, click ▼ to view a list of the supervisors.

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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