



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS





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Click  to view a list of your direct report supervisors.

- To narrow the list of pending leave requests to a specific supervisor, select the supervisor name and click **Next Level**. The supervisor's name is moved to the **Supervisor Hierarchy** level and a list of pending leave requests from their employees is displayed.
- Follow the steps in the **Approve or disapprove a leave request** section to take action on each leave request.
- Click **Previous Level** to return to the previous list of pending leave requests.



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