



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS



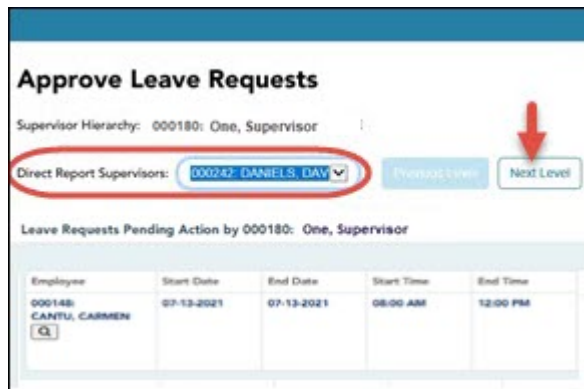


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Click  to view a list of your direct report supervisors.

- Select the supervisor's name. The **Next Level** button is enabled. Click **Next Level**.



**Approve Leave Requests**

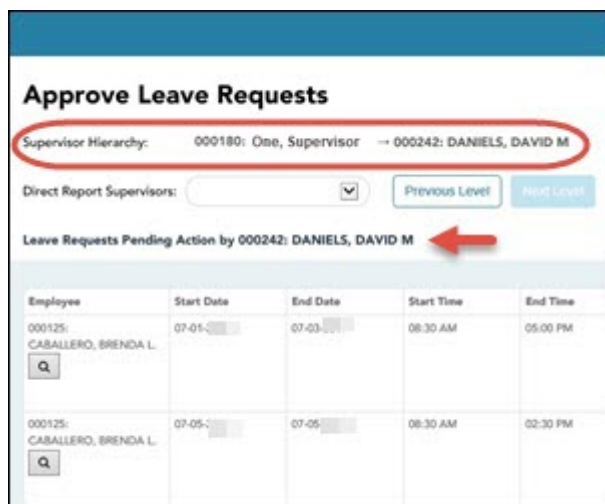
Supervisor Hierarchy: 000180: One, Supervisor

Direct Report Supervisors: 000242: DANIELS, DAVID  Previous Level Next Level

Leave Requests Pending Action by 000180: One, Supervisor

| Employee                                                                                                      | Start Date | End Date   | Start Time | End Time |
|---------------------------------------------------------------------------------------------------------------|------------|------------|------------|----------|
| 000148:<br>CANTU, CARMEN<br> | 07-13-2021 | 07-13-2021 | 08:00 AM   | 12:00 PM |

- The selected supervisor's name is moved to the **Supervisor Hierarchy** level and a list of leave requests pending their approval is displayed.



**Approve Leave Requests**

Supervisor Hierarchy: 000180: One, Supervisor → 000242: DANIELS, DAVID M

Direct Report Supervisors:  Previous Level Next Level

Leave Requests Pending Action by 000242: DANIELS, DAVID M

| Employee                                                                                                               | Start Date | End Date | Start Time | End Time |
|------------------------------------------------------------------------------------------------------------------------|------------|----------|------------|----------|
| 000125:<br>CASALLERO, BRENDA L.<br> | 07-01-     | 07-03-   | 08:30 AM   | 05:00 PM |
| 000125:<br>CASALLERO, BRENDA L.<br> | 07-05-     | 07-05-   | 08:30 AM   | 02:30 PM |

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