



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES




ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS





# Table of Contents



Click  to view a list of your direct report supervisors.

Select a supervisor's name and click **Next Level**. The selected supervisor name is moved to the **Supervisory Hierarchy** level and a list of temporary approvers and date ranges is displayed.

Follow the steps to set a temporary approver for the selected supervisor.

Click **Previous Level** to return to the list of temporary approvers for the previous level of supervisor hierarchy.



## Back Cover