



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES




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ELEVATING TECHNOLOGY SOLUTIONS



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Direct Report Supervisors

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.



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