



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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# Approve Leave Requests

## *EmployeePortal > Supervisor > Approve Leave Requests*

This page is used to approve or disapprove employee online leave requests. Additionally, you can review and take action on any leave requests that are submitted to your direct report employees who are supervisors.

If a direct report employee or supervisor submits a leave request, an email message is automatically sent to the email address listed on your demographic record prompting you to take action on the leave request. Therefore, it is important that all approvers in the approval path have an email address listed on their demographic record in Human Resources.

If this page is disabled, check with your district administrator, as the district may have opted not to allow access.

### View leave requests:

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.

<b>Supervisor Hierarchy</b>	<p>Your employee number and name are displayed.</p> <p>Under <b>Leave Requests Pending Action</b>, a list of all pending leave requests from your direct report employees is displayed.</p> <p>Follow the steps in the <b>Approve or disapprove a leave request</b> section to take action on applicable leave requests.</p> <p>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 <b>Direct Report Supervisors</b> drop-down field.</p>
<b>Direct Report Supervisors</b>	<p>If you have supervisors who report directly to you, click ▼ to view a list of the supervisors.</p> <p>Select the supervisor's name. The <b>Next Level</b> button is enabled. Click <b>Next Level</b>.</p> <p>The selected supervisor's name is moved to the <b>Supervisor Hierarchy</b> level and a list of leave requests pending their approval is displayed.</p> <p>Follow the steps in the <b>Approve or disapprove a leave request</b> section to take action on the applicable leave requests.</p> <p>Click <b>Previous Level</b> to return to the list of pending leave requests for the previous level of supervisor hierarchy.</p>



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