



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS





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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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