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.

| Supervisor Hierarchy | Your employee number and name are displayed.

Under **Leave Requests Pending Action**, a list of all pending leave requests from your direct report employees is displayed.

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

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 **Direct Report Supervisors** drop-down field. |
|---|---|
| Direct Report Supervisors | If you have supervisors who report directly to you, click ⌄ to view a list of the supervisors.

Select the supervisor's name. The **Next Level** button is enabled. Click **Next Level**.
The selected supervisor's name is moved to the **Supervisor Hierarchy** level and a list of leave requests pending their approval is displayed.
Follow the steps in the **Approve or disapprove a leave request** section to take action on the applicable leave requests.

Click **Previous Level** to return to the list of pending leave requests for the previous level of supervisor hierarchy. |

❑ To view the employee's leave balance summary, click 🔍 under the employee's name. The Leave Balance Summary window opens.

Leave Type	Beginning Balance	Advanced / Earned	Pending Earned	Used	Pending Used	Available	Units

Leave Balance Summary for 000067:

Payroll Frequency: Semimonthly CYR

OK

❏ Click **OK** to close the window.

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