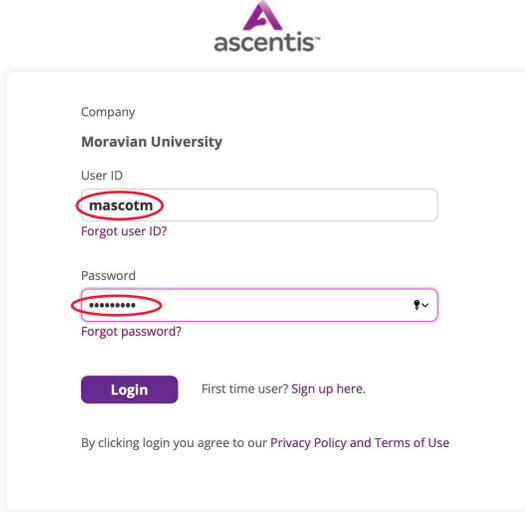


MORAVIAN UNIVERSITY

HOW TO CANCEL PENDING VACATION OR PERSONAL TIME REQUESTS

1. Go to: [HRportal.moravian.edu](https://hrportal.moravian.edu)
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)



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Company
Moravian University

User ID

Forgot user ID?

Password

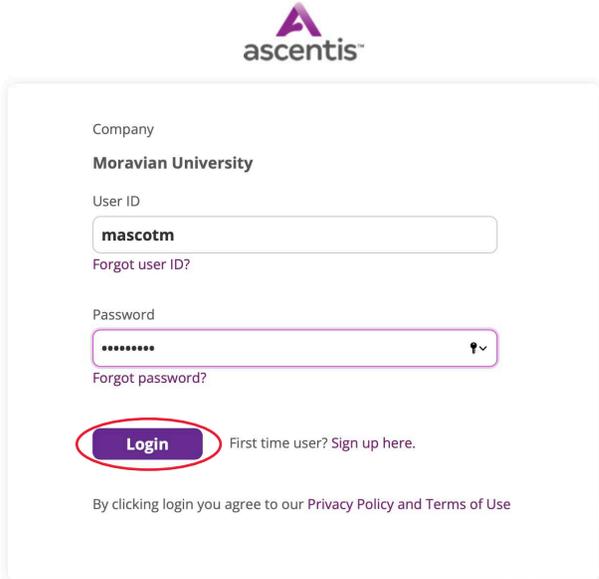
Forgot password?

Login First time user? Sign up here.

By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
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3. Click on “Login”



ascendis™

Company
Moravian University

User ID

Forgot user ID?

Password

Forgot password?

Login First time user? Sign up here.

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Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

4. Click "Timekeeper"

MORAVIAN UNIVERSITY

Home My Self My Team **Timekeeper** My Company Reporting

Professional Development

Development and Training

Professional Development at Moravian University

Moravian University is excited to partner with [Academic Impressions](#) to bring higher education-specific professional and leadership development to our institution.

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- [Removing Barriers to Student Learning: Inclusive Syllabi Assignments](#)
- [Faculty Voice: Strategies to Improve Your Online Course Communication](#)
- [Designing Creative Solutions for Your Toughest Challenges](#)

Staff

- [Integrating Inclusivity into Your Leadership Philosophy](#)

Students

- [Time Management: Focusing on Your Priorities and Purpose](#)

Educational Benefits Policy & Form

Tuition Remission Approval Form

Tuition Remission Approval Form - Requires AMOS log in

Educational Benefits Policy - Policy and tuition remission procedure currently in review

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5. Click on the arrow next to "Leave Management"

ascentis

Home Timesheets

Clock Wed, June 8, 2022, Eastern Time

10:50:50 AM

Punch

Last Clock In --:--

Last Clock Out --:--

Pay Code	In	Out	Reg	OT-1	OT-2

Leave Management >

Request Leave

Pay C...	Code	Last Po...	Post Type	Accrued...	Available	Notes
2[VACA...	SS1275	06/15/2...	S	12.50	150.00	System ...
3[SICK ...	SIC75	06/15/2...	S	7.50	352.50	System ...
4[JURY ...	JURY1	01/01/2...	S	75.00	75.00	System ...

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MORAVIAN UNIVERSITY

6. Check the pending request you would like to remove

8 All Requested | 8 Pending | 0 Approved | 0 Declined

Schedule Templates: Vacation(0.00 Hours), Bereavement(0.00 Hours), Sick Pay(0.00 Hours), Personal(0.00 Hours), Jury Duty(0.00 Hours)

Date	Pay Code	Re...	Av...	Requested ...	Status	Start	End
Jul 9, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 10, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 11, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 12, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 13, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 14, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 15, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 16, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		

7. Click on "Change Selected" and click "Remove"

8 All Requested | 8 Pending | 0 Approved | 0 Declined

Schedule Templates: Vacation(0.00 Hours), Bereavement(0.00 Hours), Sick Pay(0.00 Hours), Personal(0.00 Hours), Jury Duty(0.00 Hours)

Change Selected: Remove

Date	Pay Code	Re...	Av...	Requested ...	Status	Start	End
Jul 9, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 10, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 11, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 12, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 13, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 14, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 15, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		
Jul 16, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending		

8. Click "Save" and your request will be removed

8 All Requested | 0 Pending | 0 Approved | 0 Declined

Schedule Templates: Vacation(0.00 Hours), Bereavement(0.00 Hours), Sick Pay(0.00 Hours), Personal(0.00 Hours), Jury Duty(0.00 Hours)

Save

Date	Pay Code	Re...	Av...	Requested ...	Status	Start	End
Jul 9, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Remove		
Jul 10, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Remove		
Jul 11, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Remove		
Jul 12, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Remove		
Jul 13, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Remove		
Jul 14, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Remove		
Jul 15, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Remove		
Jul 16, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Remove		

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