

MORAVIAN UNIVERSITY

HOW TO CANCEL AN APPROVED VACATION REQUEST FOR A DIRECT REPORT

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)

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”

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.

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4. Click “Timekeeper”

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Inbox What's New

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.

Get started with one of the below on-demand opportunities:

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[Faculty Voice: Strategies to Improve Your Online Course Communication](#)

Staff [Designing Creative Solutions for Your Toughest Challenges](#)
[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

Edit Widgets

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5. Find the “My Team” tab located under the person icon in the right hand corner of the screen. Click “My Team”

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6. Click on "Timeoff Request"

The screenshot shows a dashboard with the following sections:

- Assist Panel:** Includes filters for "Bi-weekly (Sat - policy 4)", "Current Pay Period", and "06/09/2018 (Sat) - 06/22/2018 (Fri)".
- Exceptions:** 16 Absent, 0 Early In, 0 Early ..., 2 Tardy, 10 Late ..., 5 Long ...
- PTO Status:** 0 Pending, 3 Approved, 3 Declined
- Timesheet Status:** 196 UNOPEN, 13 OPEN, 0 SUBMIT, 1 Approved, 0 PAYROLL
- User Reports:** Count: 0
- Employee Seniority:** Count: 1801
- Exception Summary:** Count: 0
- Push Device Status:** Count: 4
- Public Message:** Count: 2
- Message:** Private Message, Count: 0
- Timeoff Request:** Pending + Les, Pending: 5, Leave-Shared: 0
- Timeoff Request Approval:** Count: 3

7. Click on "Approved"

The screenshot shows the "Requests" section with a summary bar:

- Group Filter: None
- 7 Employees
- 34 All Requested
- 20 Pending
- 11 Approved (highlighted in green)
- 3 Declined

Additional details include: "The Post Scheduled Paycodes Process was completed at 06/19/2018 09:21 AM" and a "Daily Request Count" of 1, 2, 3, 5, 7+.

8. Click on "Change Status" to remove all days

The screenshot shows the "Requests" section with a list of employees and a calendar view:

- Group Filter: None
- 7 Employees
- 34 All Requested
- 20 Pending
- 11 Approved (highlighted in green)
- 3 Declined

The "Employee Count: 4" list shows:

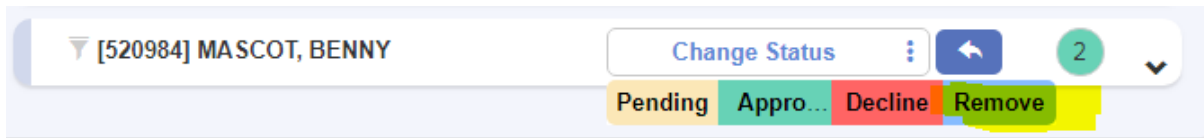
- [Redacted] Change Status: 1
- [Redacted] Change Status: 2
- [Redacted] Change Status: 6
- [520984] MASCOT, BENNY Change Status: 2 (highlighted in yellow)

The calendar view shows the status of requests for May, June, July, August, September, and October 2018. The "Approved" status is highlighted in green in the calendar cells.

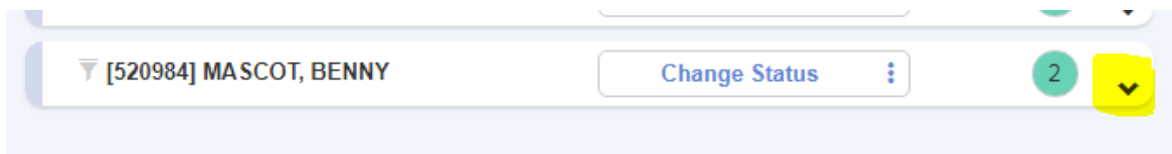
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9. Click "Remove" and click "Save"



10. To remove only certain dates click on the dropdown arrow



11. Change the status to remove and click "Save"

