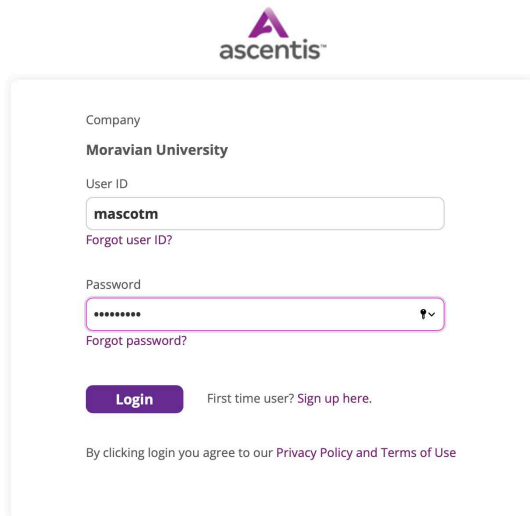


MORAVIAN UNIVERSITY

HOW TO CANCEL PENDING VACATION OR PERSONAL TIME REQUESTS

1. Go to: <https://selfservice.ascentis.com/MoravianCollege>
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

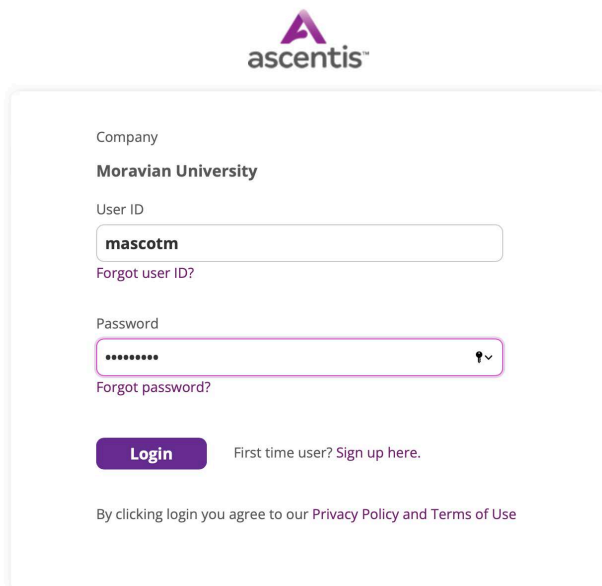
[Forgot password?](#)

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.](#)

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

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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"

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

The screenshot displays the Timekeeper Employee self-service portal. The top navigation bar includes the Timekeeper logo, a home icon, a star icon, and the user's name 'COMENIUS, JOHN (520987)'. The main content area is divided into several sections:

- Last Clock In/Out:** Shows 'Last Clock In' as --:-- and 'Last Clock Out' as --:--.
- Table:** A table with columns: Pay Code, In, Out, Reg, OT-1 - OT-2.
- Leave Management:** Features a yellow arrow icon, 'Send Reminder' and 'Request Leave' buttons, and a table with columns: Pay Code, Last Post Date, Post Type, Accrued/Used, Available. A row shows: 2[VACATION], 06/22/2018, T, 7.50, -45.00.
- Request Status:** A table with columns: Date, Pay Code, Days, Status. Rows show requests for 06/17/2018, 06/18/2018, and 06/19/2018, all with status '✓'.
- Exception:** A table with columns: Date, Pay Code, Reg, OT-1 - OT-2. A row shows: 05/28/2018, 0[WORK HOURS], 7.50, 0.00.
- Summary:** A table with columns: Reg, OT. A row shows: May 26, 2018 - Jun 8, 2018, 7.50, 0.00.
- Schedule:** Shows a weekly calendar for 'Jun 2, 2018 - Jun 8, 2018'. A box highlights the schedule for Wednesday, June 6, 2018, from 08:00 AM to 04:30 PM, with a note: '✓ SUPPORT STAFF - 12'.

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MORAVIAN UNIVERSITY

6. Check the pending request you would like to remove

Requests

Save Undo Reset Filter Add Request

May 2018 Jul 2018

7 All Requested 1 Pending 6 Approved 0 Declined

Schedule Templates

Personal[0.00 Hours] Vacation[0.00 Hours]

Status: All

May 2018							June 2018							July 2018						
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Accrual Summary

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	Jun 22, 2018	T	7.50	-45.00	Usage

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

Requests

Save Undo Reset Filter Add Request

May 2018 Jul 2018

7 All Requested 1 Pending 6 Approved 0 Declined

Schedule Templates

Personal[0.00 Hours] Vacation[0.00 Hours]

Status: All

May 2018							June 2018							July 2018						
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Accrual Summary

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	Jun 22, 2018	T	7.50	-45.00	Usage

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

Requests

Save Undo Reset Filter Add Request

May 2018 Jul 2018

6 All Requested 0 Pending 6 Approved 0 Declined

Schedule Templates

Personal[0.00 Hours] Vacation[0.00 Hours]

Status: All

May 2018							June 2018							July 2018						
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Accrual Summary

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	Jun 22, 2018	T	7.50	-45.00	Usage

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