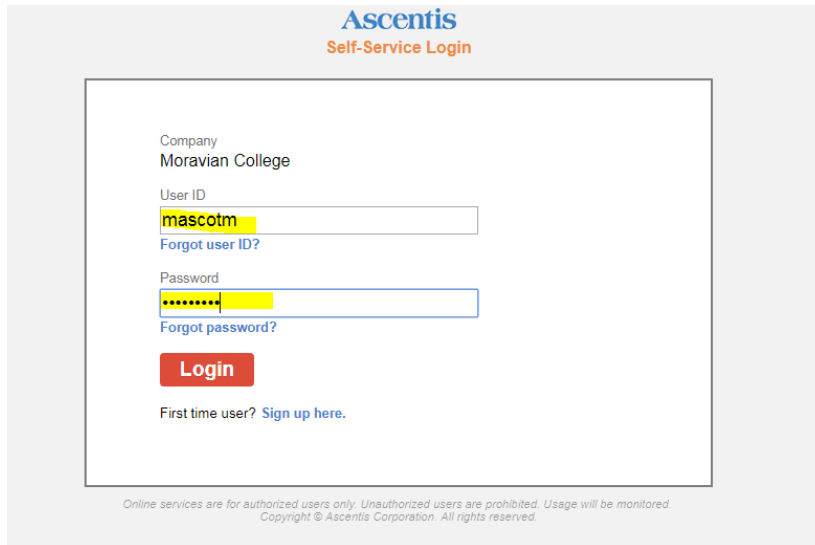


MORAVIAN UNIVERSITY

HOW TO INPUT VACATION TIME FOR YOUR DIRECT REPORT(S)

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)



Ascentis
Self-Service Login

Company
Moravian College

User ID
mascotm
[Forgot user ID?](#)

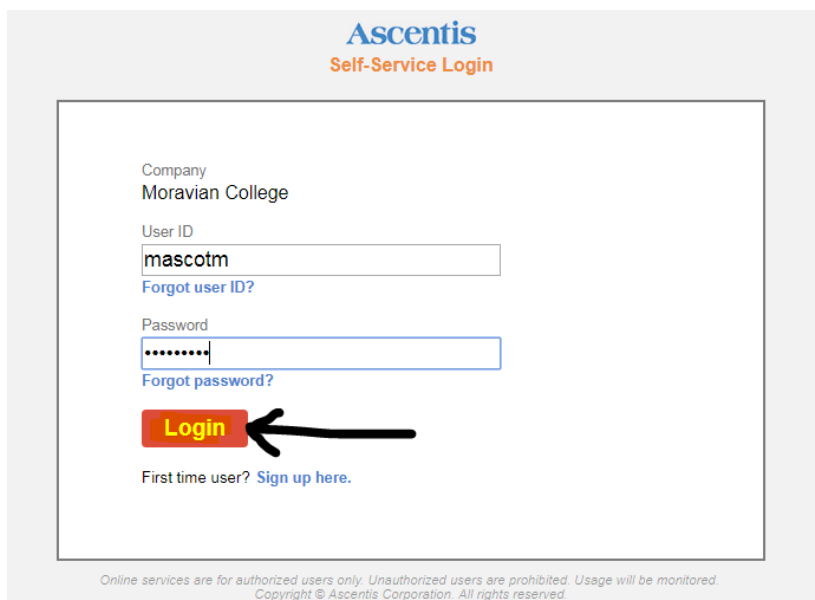
Password
.....
[Forgot password?](#)

Login

First time user? [Sign up here.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
Copyright © Ascentis Corporation. All rights reserved.

3. Click on “Login”



Ascentis
Self-Service Login

Company
Moravian College

User ID
mascotm
[Forgot user ID?](#)

Password
.....
[Forgot password?](#)

Login

First time user? [Sign up here.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
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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"

HOME MY SELF **TIMEKEEPER** MY COMPANY

Home

Dashboard

Add/Remove Widgets

Welcome to Moravian's HR portal!

Have you given a #MOPAW lately?

ESS User Guides

Need help?

Read through these helpful guides!

Web accessibility

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

Timekeeper Employee

Wed Jun 6, 2018 02:04:19 PM

BENIGNA, HENRIETTA (520986)

02:04:19 PM

Last Clock In: --:--

Last Clock Out: --:--

Message

Private Message

Leave Management

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Request Status :

Date	Pay Code	Days	Status
-	-	-	-
-	-	-	-

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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6. Click on "Timeoff Request"

The screenshot displays the HR system dashboard. At the top, there is an 'Assist Panel' with a 'Filter' button. Below it, there are several summary cards for 'Exceptions' (Misse..., Absent, Early..., Tardy, Long..., Overti...), 'PTO Status' (Pending, Approved, Declined), and 'Timesheet Status' (UNOPEN, OPEN, SUBMIT, Approved). The 'Timeoff Request' card is highlighted in yellow. Other cards include 'Exception Summary' (Count: 0), 'Message' (Count: 6), 'Timeoff Request Approval' (Count: 0), and 'Public Message' (Count: 2). The background features a scenic image of icebergs in the ocean.

7. Click on "Add Request"

The screenshot shows the 'Requests' page. At the top, there is a 'Requests' header. Below it, there are several buttons: 'Save', 'Undo', 'Approve All', 'Reset Filter', 'Add Request' (highlighted in yellow), and 'Paycode Filter'. A summary bar shows 'Group Filter: None', '0 Employees', '0 All Requested', '0 Pending' (highlighted with a red border), and '0 Approved'. Below the summary bar, there is a notification: 'The Post Scheduled Paycodes Process was completed at 09/03/2018 02:40 PM'. There are also buttons for 'Calendar' and 'List', and a 'Filter Employee' dropdown menu. The 'Employee Count: 0' is displayed at the bottom.

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

8. Type in employees name, select a template, a date and type in the total number of hours and click on "Submit"

Add Request

Employee: [123456] MANAGER, TEST

Template: Vacation[0.00 Hours]

Multi-Day:

Date: 10/15/2018

Total: 7.50 hours (per day)

Message to Supervisor

Set as Approved:

Submit Cancel

9. Go into "Pending"

Requests Time-Off Request

Save Undo Approve All Reset Filter Add Request Paycode Filter All Oct 201

Group Filter: None 1 Employees 1 All Requested 1 Pending 0 Approved

The Post Scheduled Paycodes Process was completed at 09/03/2018 02:40 PM

Filter Employee

Employee Count: 1 Expand All

[123456] MANAGER, TEST Change Status 1

Calendar List

Status: All

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

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

10. Click on “Change Status” and click “Approve”

Requests

All

+ Group Filter: None 1 Employees	1 All Requested	1 Pending	0 Approved
---	---------------------------	---------------------	----------------------

Employee Count: 1

<input type="button" value="Change Status"/>	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>	<input type="button" value="Remove"/>
--	--	--	---------------------------------------

Status: All

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

11. Click on “Save”

Requests

+ Group Filter: None 1 Employees	1 All Requested
---	---------------------------