

MORAVIAN UNIVERSITY

HOW TO REQUEST VACATION OR PERSONAL TIME

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)

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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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.](#)

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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"

HOME MY SELF **TIMEKEEPER** MY COMPANY

Home

Dashboard

Add/Remove Widgets

Welcome to Moravian's HR portal!

Welcome

Within this portal, you can change your address and name, change your withholdings on your taxes, update direct deposit information, and more!

COMING SOON - You will soon be able to submit timesheets, time off requests, edit your benefit information, and view your paystubs from the new Employee Self-Service!

TIAA retirement financial consulting at no cost to you!

You can meet with a TIAA Financial Consultant at Moravian College

Have you given a #MOPAW lately?

#MyMoPaw

Find out how to give a MoPaw, where to get them, what to do if you receive one, and more here!

ESS User Guides

Need help?

Read through these helpful guides!

Web accessibility

Moravian College is committed to making its website accessible to all users. Should you find content that is inaccessible, please contact support@ascentsis.com.

5. Find "Leave Management and click on the arrow"

Leave Management

Send Reminder Request Leave

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

Request Status :

Date	Paycode	Days	Status
-	-	-	-
-	-	-	-

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6. Click “Add Request”

The screenshot shows the 'requests' interface. At the top, there are navigation buttons: Save, Undo, Reset Filter, and Add Request (highlighted in yellow). To the right, there are date navigation arrows and a calendar icon for May 2018 and Oct 2018. Below the navigation is a summary bar with four colored boxes: All Requested (0, white), Pending (0, orange), Approved (0, green), and Declined (0, red). Underneath is a 'Schedule Templates' section with links for Personal[0.00 Hours], Sick Pay[0.00 Hours], and Vacation[0.00 Hours]. A 'Status' dropdown menu is set to 'All'. At the bottom, there are three calendar views for May 2018, June 2018, and July 2018, showing days of the week and dates.

7. Select a template and select “Multi-Day” if you are requesting more than one day in a row.

The 'Request Leave' form has a blue header. It contains the following fields:

- Template:** A dropdown menu with 'Vacation[0.00 Hours]' selected.
- Multi-Day:** A toggle switch that is currently turned on (highlighted in yellow).
- Date:** Two date input fields with calendar icons, separated by the word 'To'.
- Total:** A text input field followed by the text 'hours (per day)'.
- Message to Supervisor:** A large, empty text area.
- Buttons:** Two buttons at the bottom: 'Submit' and 'Exit'.

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8. Select the dates that you are requesting. You can select the dates by clicking on the calendar icon.

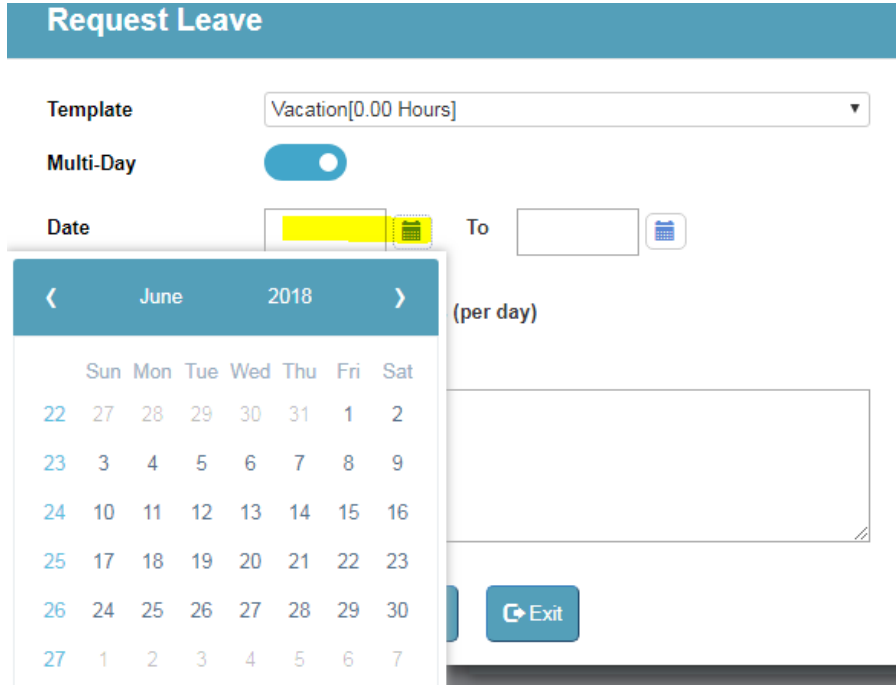
Request Leave

Template: Vacation[0.00 Hours]

Multi-Day:

Date: To:

(per day)



9. Type in the total hours PER DAY. (PLEASE NOTE: If you work 7.5 hours a day, you will type in 7.5. If you work 8 hours a day, you will type in 8 hours.)

Request Leave

Template: Vacation[0.00 Hours]

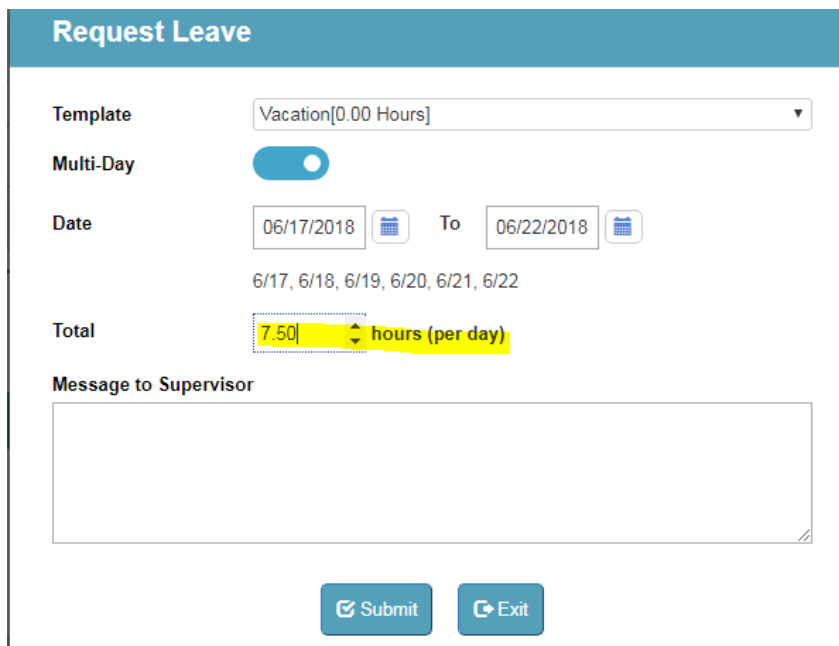
Multi-Day:

Date: 06/17/2018 To: 06/22/2018

6/17, 6/18, 6/19, 6/20, 6/21, 6/22

Total: 7.50 hours (per day)

Message to Supervisor



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10. Type in a message to your Supervisor if needed and click “Next”
(Your supervisor will then get a notification about your time off request.)

The screenshot shows the 'Add Request' form with the following details:

- Template: Vacation[0.00 Hours]
- Multi-Day:
- Date: 06/17/2018 To: 06/22/2018
- 6/17, 6/18, 6/19, 6/20, 6/21, 6/22
- Total: 7.50 hours (per day)
- Message to Supervisor: [Empty text area]
- Buttons: Next (highlighted), Cancel

11. Delete any non-worked days (ex. If you work Monday- Friday and Saturday and Sunday are shown) and click “Submit”

The screenshot shows the 'Add Request' form with a table of dates and hours. The 'Submit' button is highlighted.

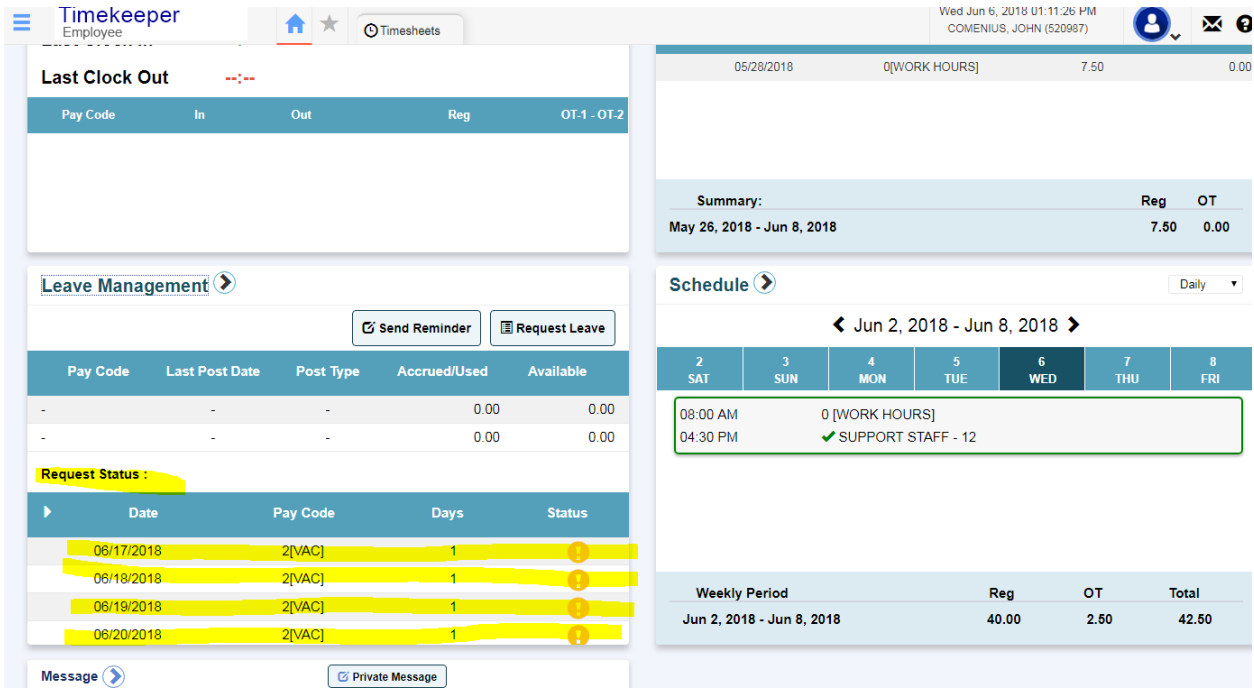
Date	D	Hours	Start	End
✗ Jun 17, 2018	Sun	7.50	12:00 AM	12:00 AM
✗ Jun 18, 2018	Mon	7.50	12:00 AM	12:00 AM
✗ Jun 19, 2018	Tue	7.50	12:00 AM	12:00 AM
✗ Jun 20, 2018	Wed	7.50	12:00 AM	12:00 AM
✗ Jun 21, 2018	Thu	7.50	12:00 AM	12:00 AM
✗ Jun 22, 2018	Fri	7.50	12:00 AM	12:00 AM

Message to Supervisor: [Empty text area]

Buttons: Back, Submit (highlighted), Cancel

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12. You will now be able to see your vacation time request status on your home page located under “Leave Management”



Last Clock Out

Pay Code	In	Out	Reg	OT-1 - OT-2

Leave Management

Send Reminder Request Leave

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
06/17/2018	2[VAC]	1	PENDING
06/18/2018	2[VAC]	1	PENDING
06/19/2018	2[VAC]	1	PENDING
06/20/2018	2[VAC]	1	PENDING

Schedule

05/28/2018 0[WORK HOURS] 7.50 0.00

Summary:

	Reg	OT
May 26, 2018 - Jun 8, 2018	7.50	0.00

Schedule (Daily)

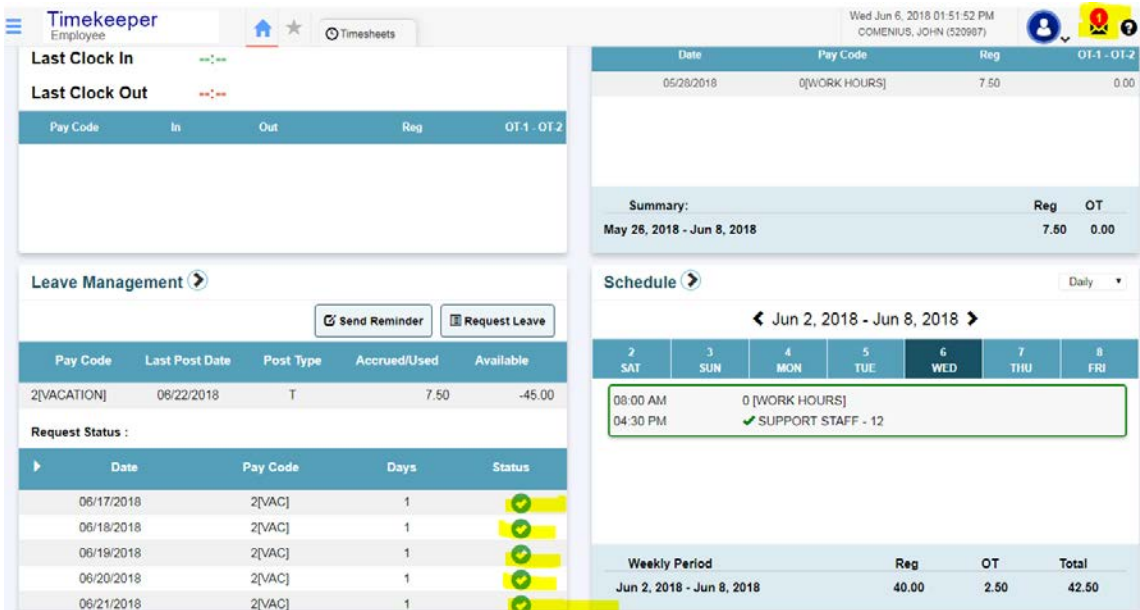
Jun 2, 2018 - Jun 8, 2018

2 SAT	3 SUN	4 MON	5 TUE	6 WED	7 THU	8 FRI
08:00 AM				0 [WORK HOURS]		
04:30 PM				✓ SUPPORT STAFF - 12		

Weekly Period

	Reg	OT	Total
Jun 2, 2018 - Jun 8, 2018	40.00	2.50	42.50

13. Once approved by your Supervisor, the status will change to green. You will also receive a message in your self-service inbox located on the top right hand corner.



Last Clock In --:--

Last Clock Out --:--

Leave Management

Send Reminder Request Leave

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
2[VACATION]	06/22/2018	T	7.50	-45.00

Request Status :

Date	Pay Code	Days	Status
06/17/2018	2[VAC]	1	APPROVED
06/18/2018	2[VAC]	1	APPROVED
06/19/2018	2[VAC]	1	APPROVED
06/20/2018	2[VAC]	1	APPROVED
06/21/2018	2[VAC]	1	APPROVED

Schedule

05/28/2018 0[WORK HOURS] 7.50 0.00

Summary:

	Reg	OT
May 26, 2018 - Jun 8, 2018	7.50	0.00

Schedule (Daily)

Jun 2, 2018 - Jun 8, 2018

2 SAT	3 SUN	4 MON	5 TUE	6 WED	7 THU	8 FRI
08:00 AM				0 [WORK HOURS]		
04:30 PM				✓ SUPPORT STAFF - 12		

Weekly Period

	Reg	OT	Total
Jun 2, 2018 - Jun 8, 2018	40.00	2.50	42.50

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