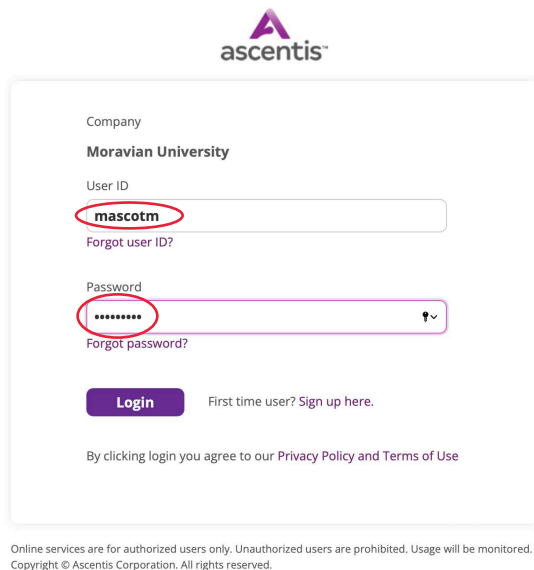


# MORAVIAN UNIVERSITY

## HOW TO APPROVE DIRECT REPORTS VACATION OR PERSONAL TIME

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?

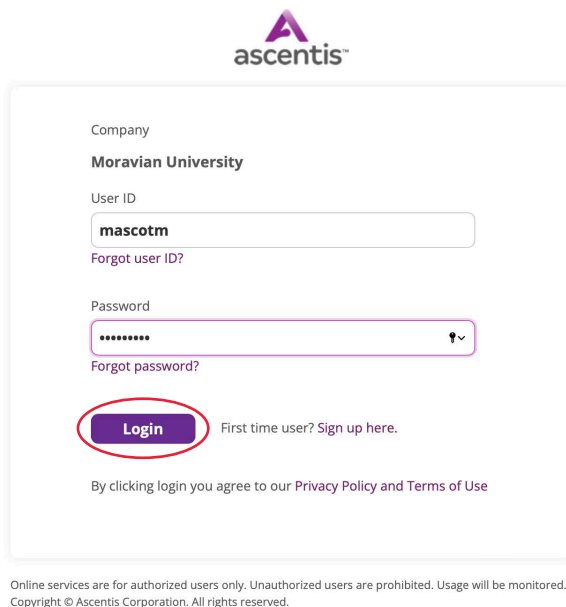
Password  
  
Forgot password?

**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. Copyright © Ascentis Corporation. All rights reserved.

3. Click on “Login”



ascentis™

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. Copyright © Ascentis Corporation. All rights reserved.

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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

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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

Privacy Policy and Terms of Use Powered by **Ascentis**

## 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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Fri Jun 10, 2022 10:13:44 AM  
MASCOT, BENNY (520984)

My Team Profile Settings

Clock Fri, June 10, 2022, Eastern Time

10:13:44 AM

Punch

Last Clock In --:--

Last Clock Out --:--

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

Timesheet

Pay Period: Current Pay Period

Status: OPEN

Exception:

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

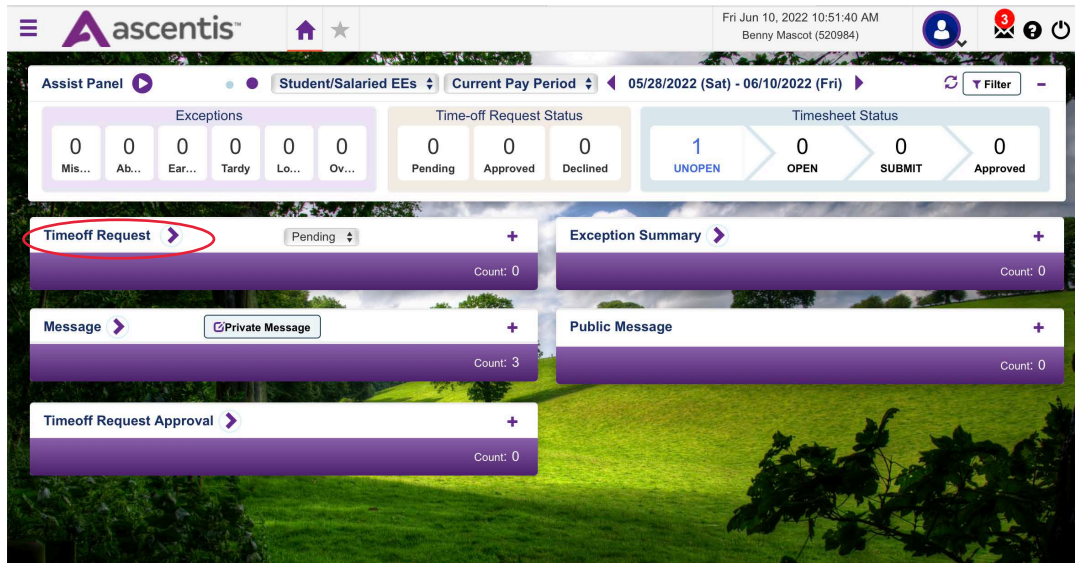
Summary:

	Reg	OT
Jun 4, 2022 - Jun 17, 2022	0.00	0.00

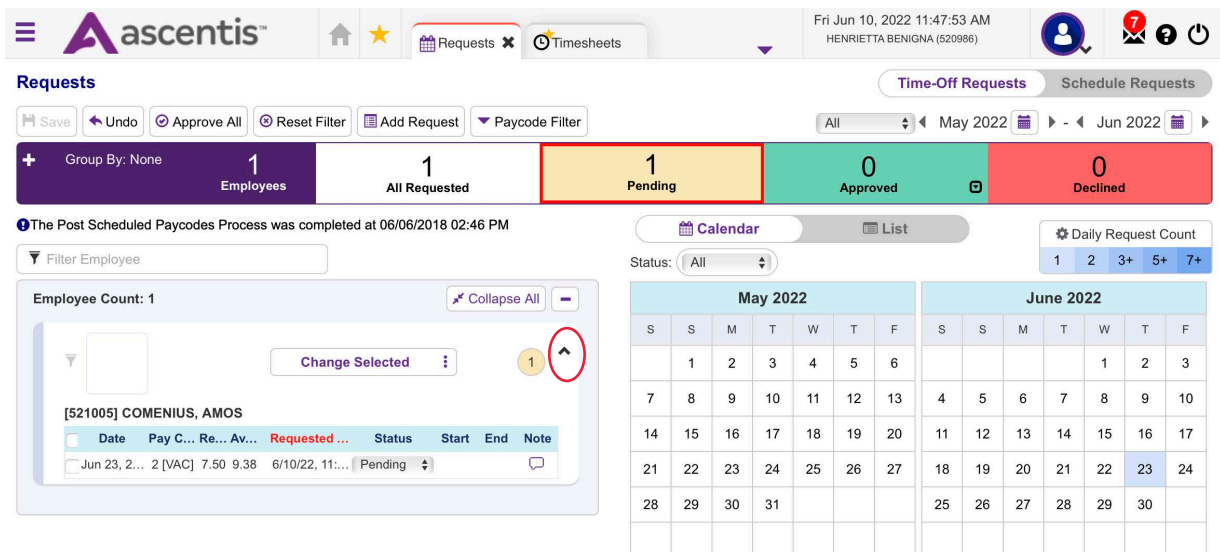
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# MORAVIAN UNIVERSITY

6. Find "Timeoff Request" and click on the arrow next to "Timeoff Request"



7. Click on the arrow to see the dates requested



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

# MORAVIAN UNIVERSITY

## 8. To approve or deny ALL dates click on check box

The screenshot shows the Ascentis Requests interface. At the top, there are navigation tabs for 'Requests' and 'Timesheets'. The user is logged in as HENRIETTA BENIGNA (520986) on Fri Jun 10, 2022 11:49:16 AM. The interface displays a summary of requests: 1 Employee, 1 All Requested, 1 Pending, 0 Approved, and 0 Declined. Below this, there is a table of requests for employee COMENIUS, AMOS. The table has columns for Date, Pay C..., Re..., Av..., Requested..., Status, Start, End, and Note. A red circle highlights the check box in the 'Date' column for the request on Jun 23, 2022. To the right of the table is a calendar view for May and June 2022.

## 9. Click on "Change Selected" and click approve or decline.

The screenshot shows the Ascentis Requests interface, similar to the previous one. The user is logged in as HENRIETTA BENIGNA (520986) on Fri Jun 10, 2022 11:50:27 AM. The interface displays the same summary of requests. Below this, there is a table of requests for employee COMENIUS, AMOS. A red circle highlights the 'Change Selected' button above the request table. Below the table, there are buttons for 'Pendi...', 'Appro...', 'Decline', and 'Remo...'. To the right of the table is a calendar view for May and June 2022.

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

# MORAVIAN UNIVERSITY

10. To approve only certain dates, change the status located under the status tab.

The screenshot shows the Ascentis Requests interface. At the top, there is a navigation bar with the Ascentis logo, home, star, Requests, and Timesheets icons. The user is logged in as HENRIETTA BENIGNA (520986) on Fri Jun 10, 2022 11:47:53 AM. Below the navigation bar, there are tabs for 'Time-Off Requests' and 'Schedule Requests'. A status summary bar shows: 1 Employee, 1 All Requested, 1 Pending, 0 Approved, and 0 Declined. A filter section includes 'Group By: None', 'Save', 'Undo', 'Approve All', 'Reset Filter', 'Add Request', and 'Paycode Filter'. A message states: 'The Post Scheduled Paycodes Process was completed at 06/06/2018 02:46 PM'. A table lists the employee: [521005] COMENIUS, AMOS. A row shows a request for 'Jun 23, 2...' with status 'Pending', which is circled in red. To the right, there are calendar views for May 2022 and June 2022.

11. Click "Save" and you will now see that the days are gone from pending requests and are in the approved stage

The screenshot shows the Ascentis Requests interface after clicking 'Save'. The 'Save' button is circled in red. The status summary bar now shows: 1 Employee, 1 All Requested, 0 Pending, 1 Approved, and 0 Declined. The filter section and message are the same as in the previous screenshot. The table lists the employee: [521005] COMENIUS, AMOS. A row shows a request for 'Jun 23, 2...' with status 'Approved'. To the right, there are calendar views for May 2022 and June 2022, showing the days from the previous pending request are now marked as approved.

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