

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)

ascendis™

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”

ascendis™

Company
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Password

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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”

The screenshot shows the top navigation bar of the Ascentis portal. The 'Timekeeper' tab is circled in red. Other tabs include 'Home', 'My Self', 'My Team', 'My Company', and 'Reporting'. The main content area features a 'Professional Development' section with a 'Development and Training' banner and a 'Tuition Remission Approval Form' link under 'Educational Benefits Policy & Form'.

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

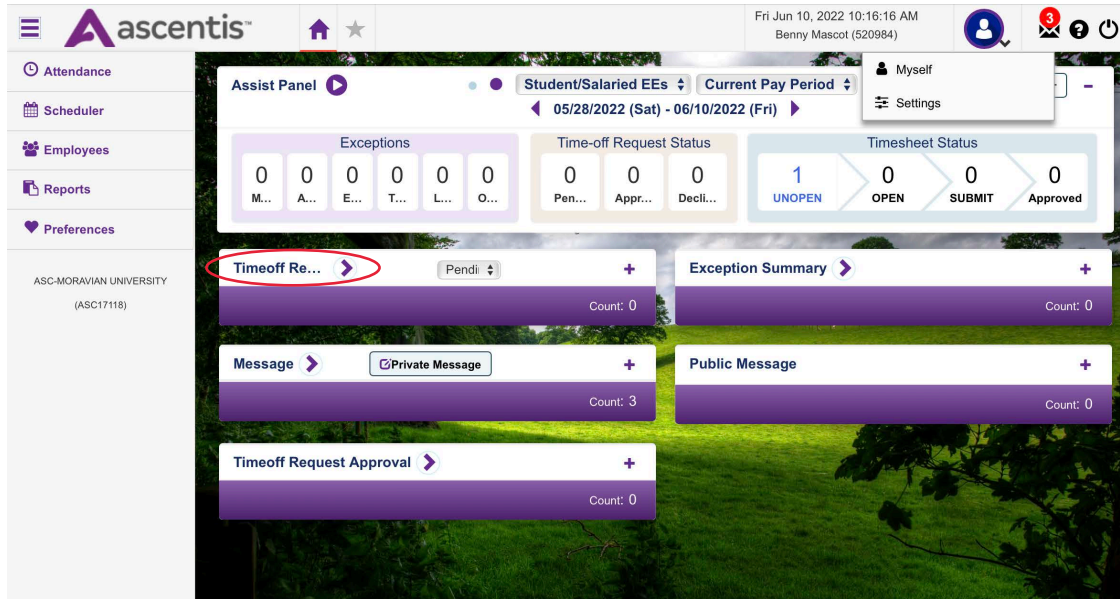
The screenshot shows the Ascentis portal interface. The user profile icon in the top right corner is clicked, and the 'My Team' option is highlighted in red in the dropdown menu. The main content area displays a 'Clock' widget showing the time as 10:13:44 AM on Friday, June 10, 2022, and a 'Timesheet' widget showing the current pay period and a summary table.

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

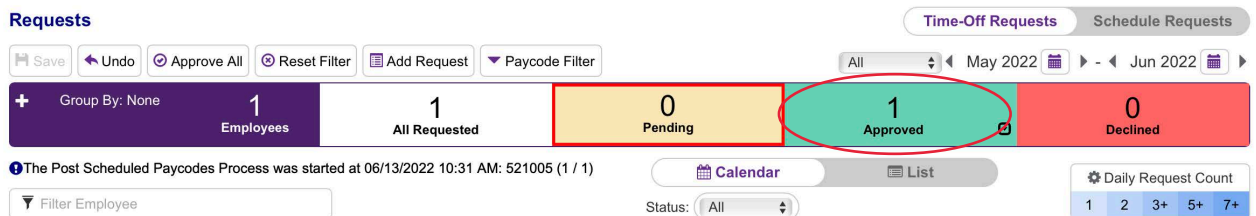
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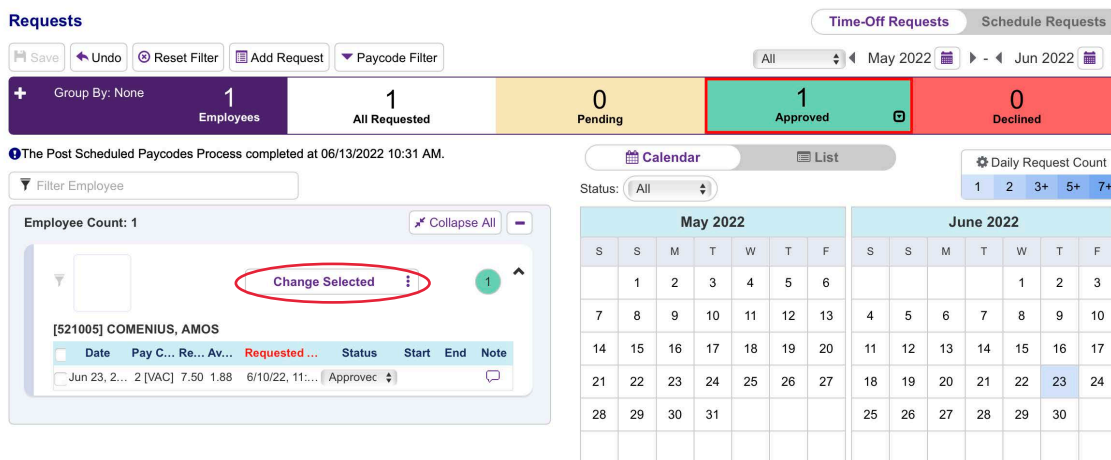
6. Click on "Timeoff Request"



7. Click on "Approved"



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



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9. Click "Remove" and click "Save"

The screenshot shows the 'Requests' interface. At the top left, the 'Save' button is circled in red. Below the status bar, the employee list for [521005] COMENIUS, AMOS is shown. The 'Remove' button in the action menu is circled in red. To the right, there are two calendar views for May and June 2022.

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

The screenshot shows the 'Requests' interface. The 'Change Status' dropdown arrow is circled in red. The status bar shows 1 Approved request. The calendar views for May and June 2022 are visible on the right.

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

The screenshot shows the 'Requests' interface. The status dropdown menu is open, and the 'Remove' option is circled in red. The status bar shows 1 Approved request. The calendar view for May 2022 is visible on the right.

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