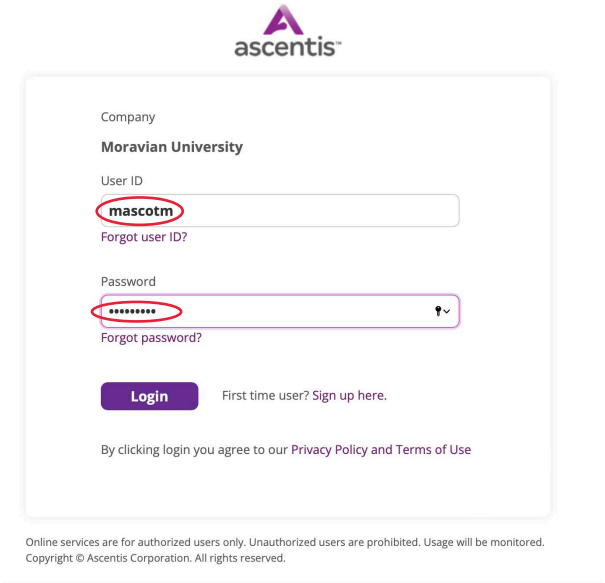
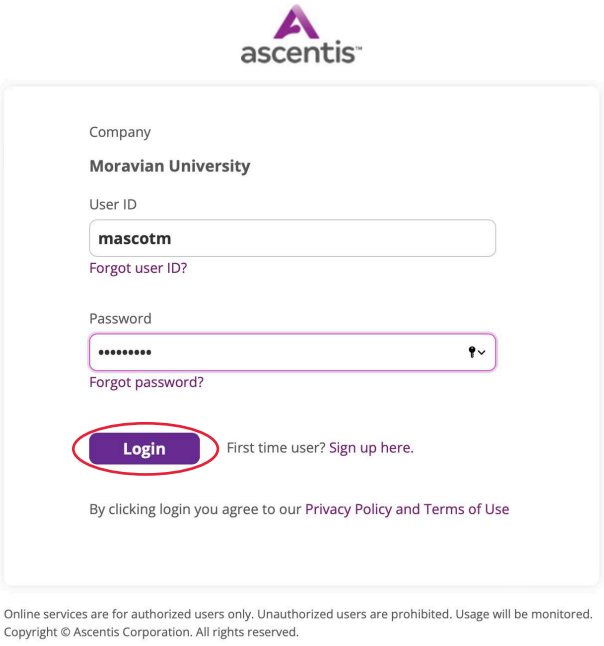
MORAVIAN UNIVERSITY

HOW TO CANCEL PENDING VACATION OR PERSONAL TIME REQUESTS

1. **Go to: 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)**



3. **Click on "Login"**



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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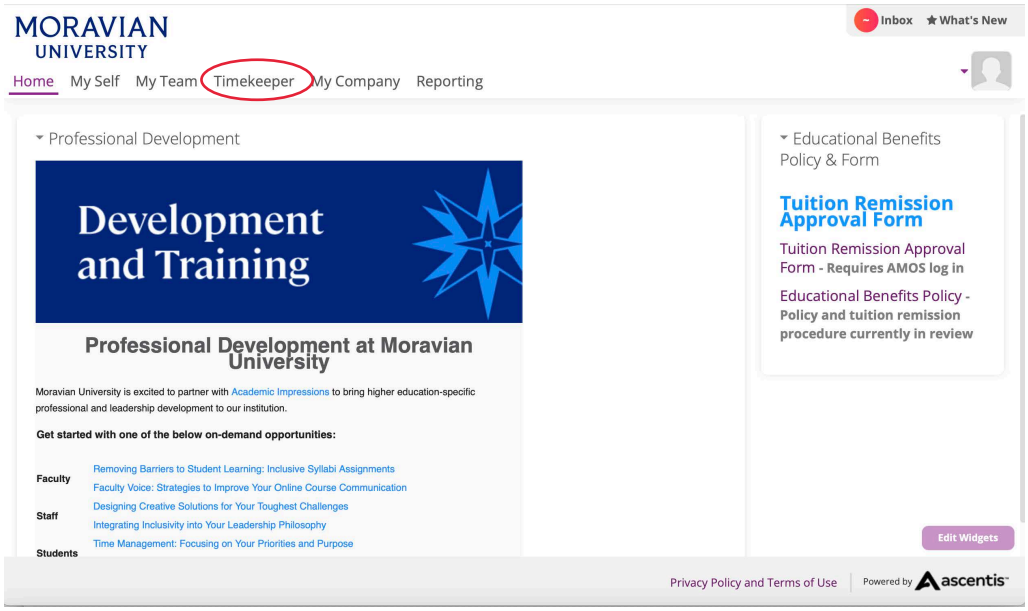
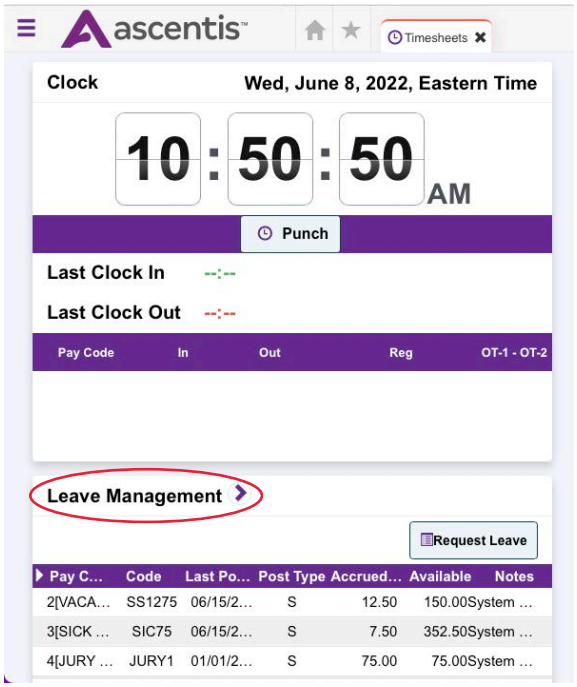
4. Click "Timekeeper"



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



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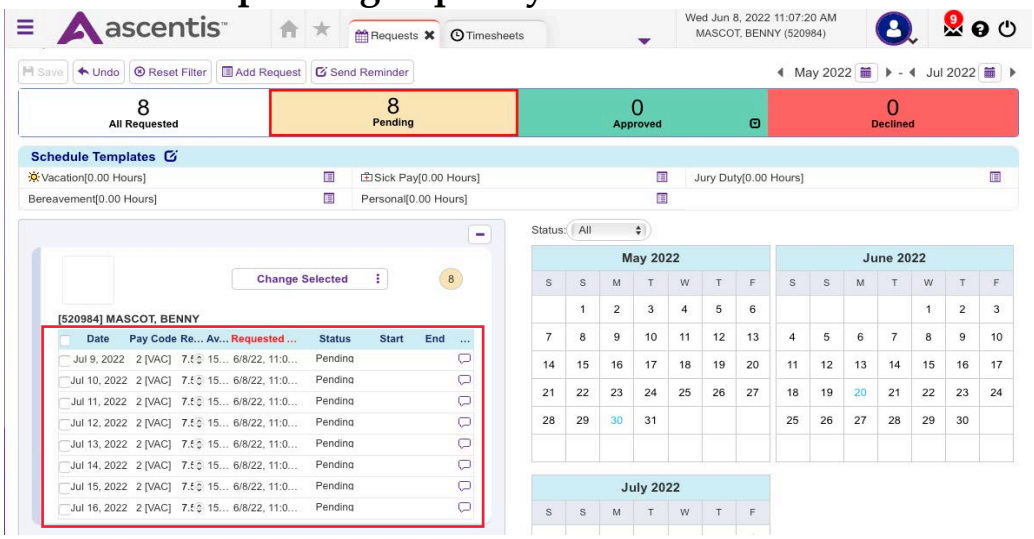
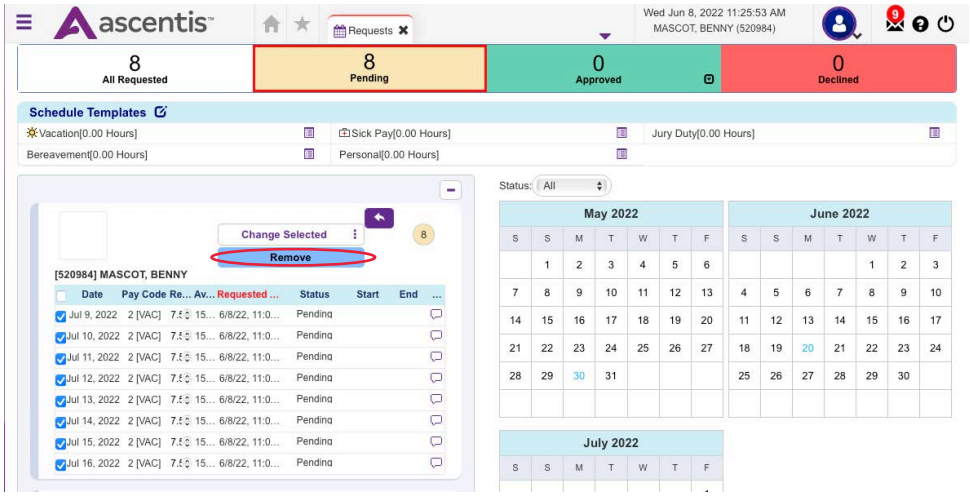
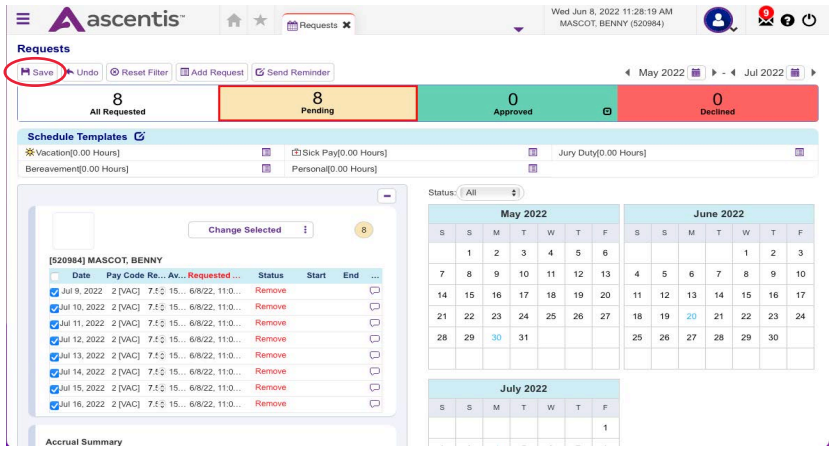
6. Check the pending request you would like to remove



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



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



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