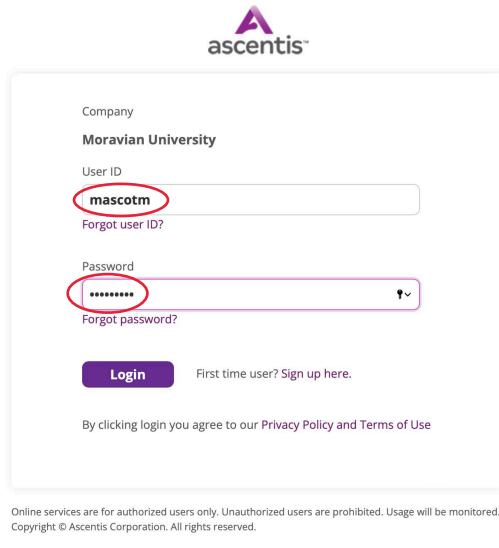


MORAVIAN UNIVERSITY

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)



ascendis™

Company
Moravian University

User ID

[Forgot user ID?](#)

Password

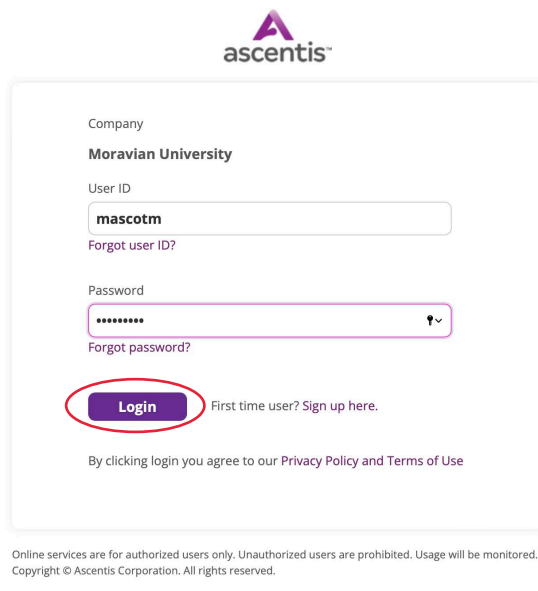
[Forgot password?](#)

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

By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

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3. Click on “Login”



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Company
Moravian University

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

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

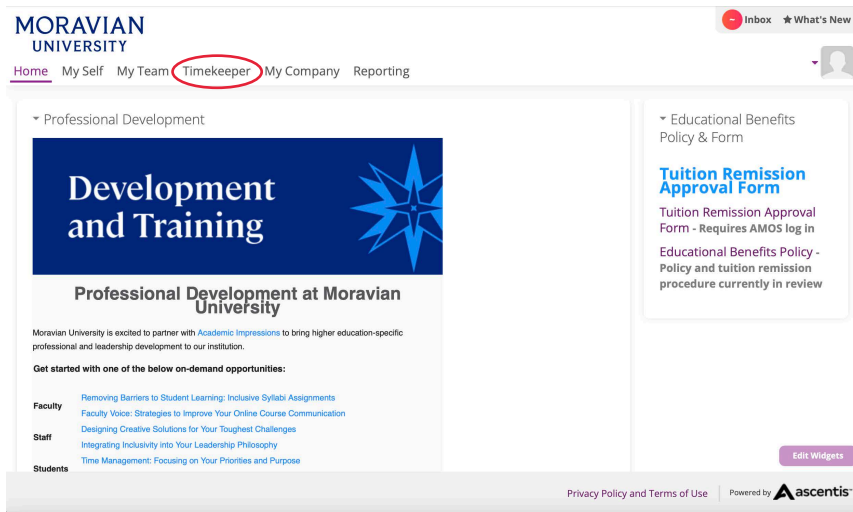
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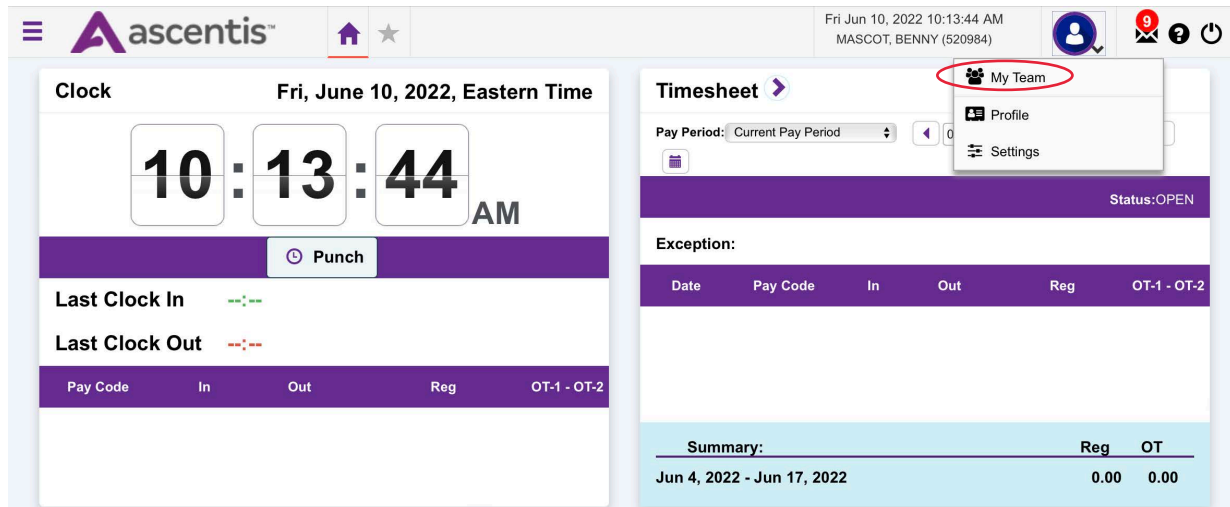
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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4. Click "Timekeeper"



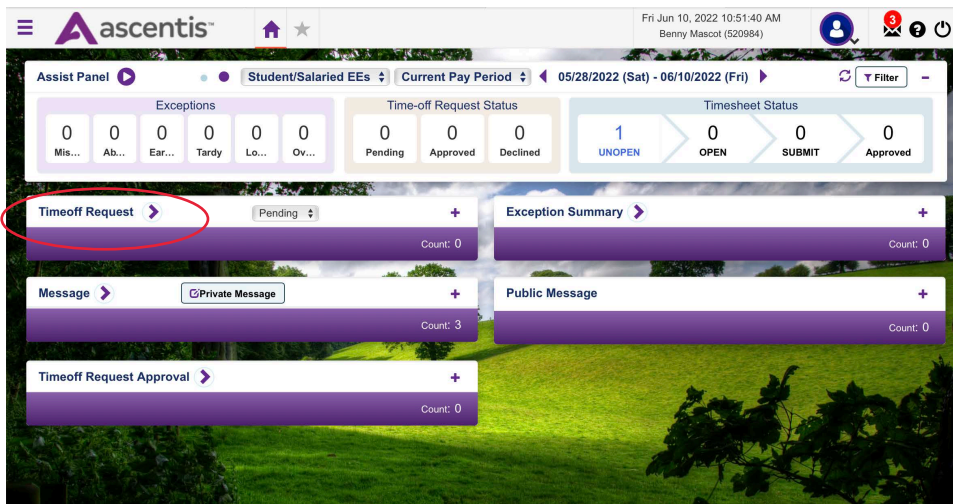
5. Find the "My Team" tab located under the person icon in the right hand corner of the screen. Click "My Team"



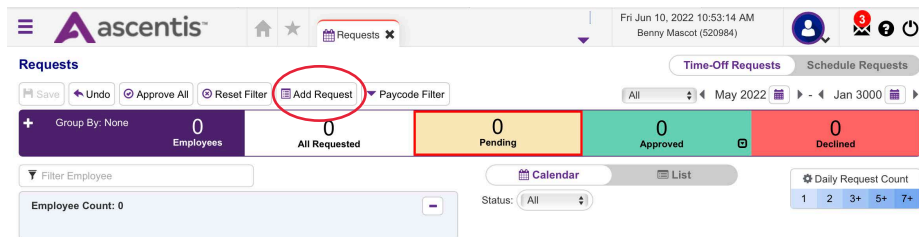
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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6. Click on "Timeoff Request"



7. Click on "Add Request"



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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

Template

Multi-Day

Date

Total hours (per day)

Message to Supervisor

Set as Approved

9. Go into "Pending"

The screenshot shows the Ascentis HR system interface. At the top, there's a navigation bar with the Ascentis logo, home, star, and tabs for 'Requests' and 'Timesheets'. The user is logged in as HENRIETTA BENIGNA (020986) on Fri Jun 10, 2022 11:06:03 AM. Below the navigation bar, there's a 'Requests' section with a summary table:

Group By: None	1 Employees	1 All Requested	1 Pending	0 Approved	0 Declined
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Below the summary table, there's a 'Calendar' view showing the status of requests for May 2022 and June 2022. The 'Pending' status is highlighted in yellow in the summary table. The calendar shows a grid of days with request counts for each day.

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

The screenshot shows the Ascentis Requests interface. At the top, the user is logged in as HENRIETTA BENIGNA (520986) on Fri Jun 10, 2022 11:07:28 AM. The main navigation bar includes 'Requests' and 'Timesheets'. Below this, there are tabs for 'Time-Off Requests' and 'Schedule Requests'. A status bar shows: 1 Employees, 1 All Requested, 1 Pending (highlighted with a red box), 0 Approved, and 0 Declined. A message states: "The Post Scheduled Paycodes Process was completed at 06/06/2018 02:46 PM". A filter box shows "Filter Employee" and "Employee Count: 1". Below this, a list of requests for "[521005] COMENIUS, AMOS" is shown with a "Change Status" button circled in red. Other buttons include "Pendi...", "Appro...", "Decline", and "Remo...". On the right, there is a "Calendar" tab and a "Daily Request Count" section with buttons for 1, 2, 3+, 5+, and 7+. Two calendar views are shown for May 2022 and June 2022.

11. Click on “Save”

This screenshot is similar to the previous one, but the "Save" button in the top navigation bar is circled in red. The status bar still shows 1 Pending, 0 Approved, and 0 Declined. The "Change Status" button for the employee request is now green. The rest of the interface, including the message, filter box, and calendar views, remains the same.

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