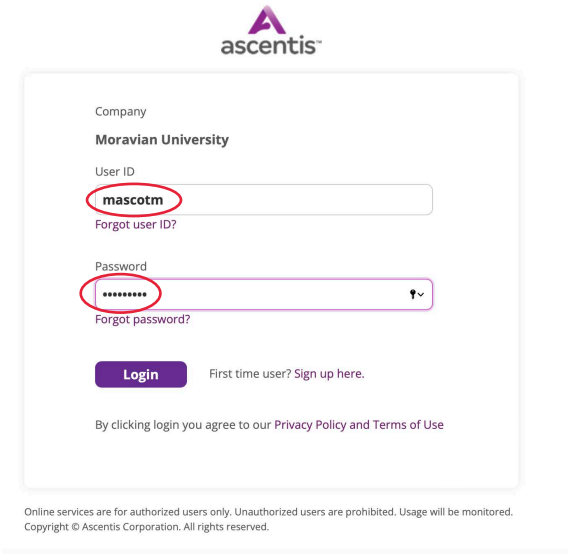
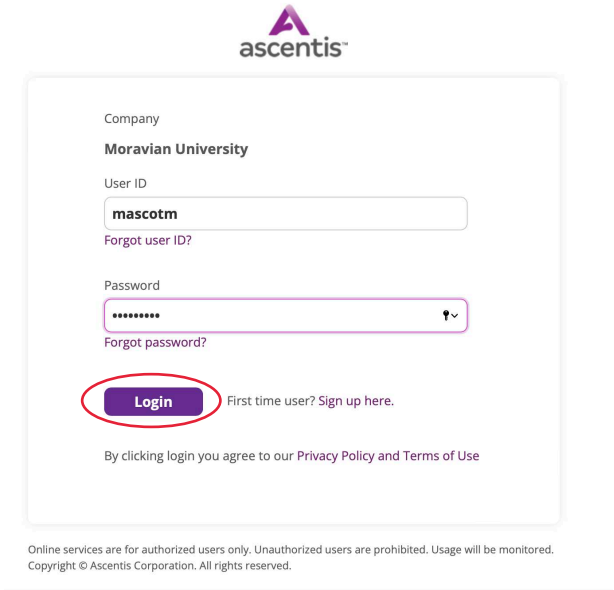
MORAVIAN UNIVERSITY

HOW TO INPUT VACATION TIME FOR YOUR DIRECT REPORT(S)

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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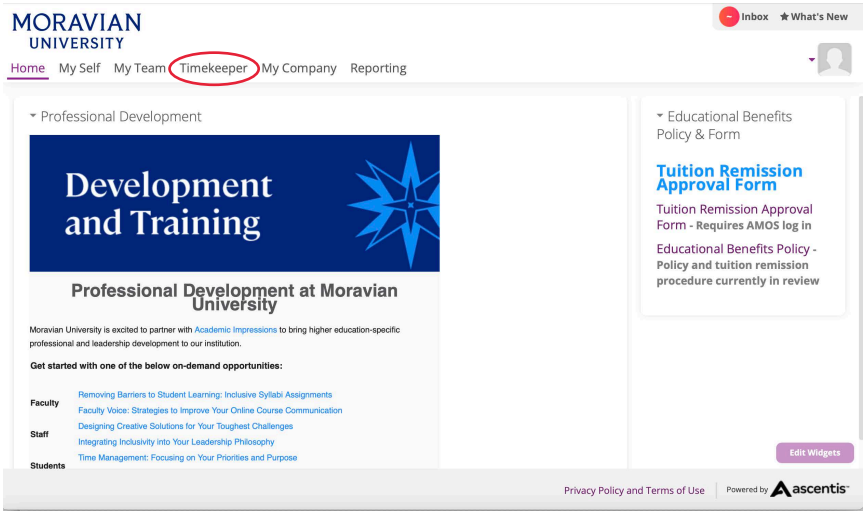
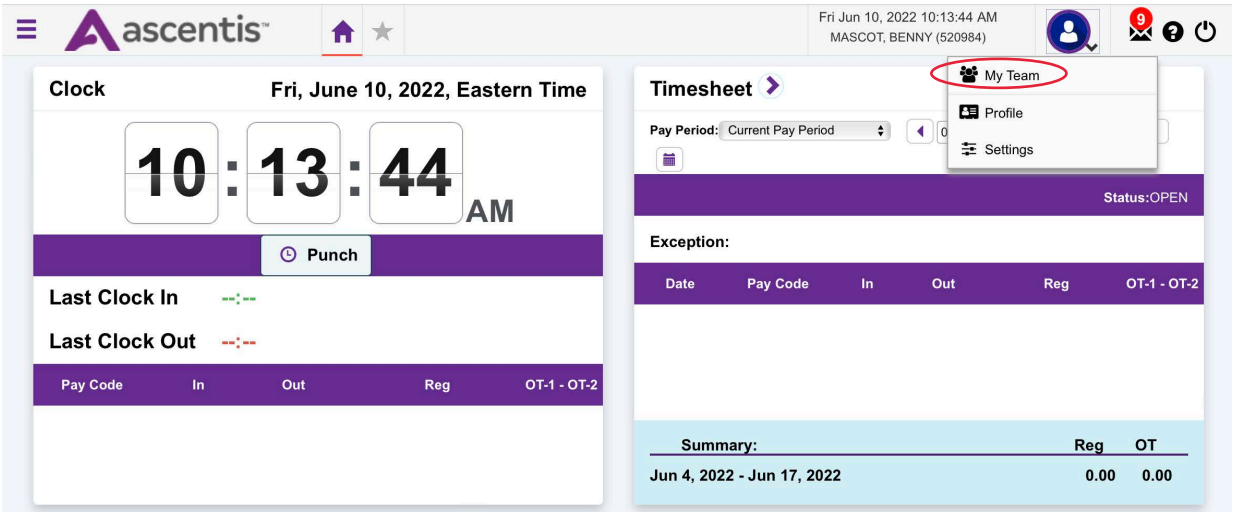
4. **Click "Timekeeper"**



5. **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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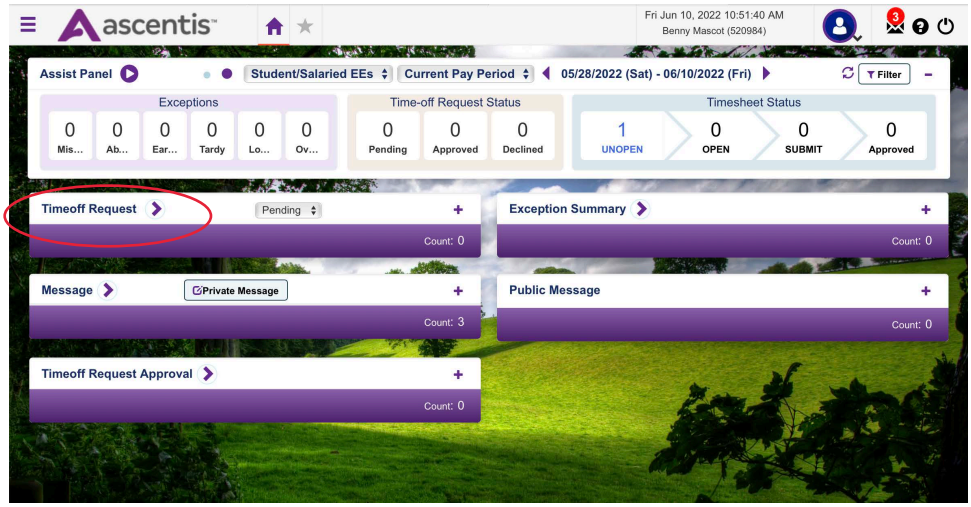
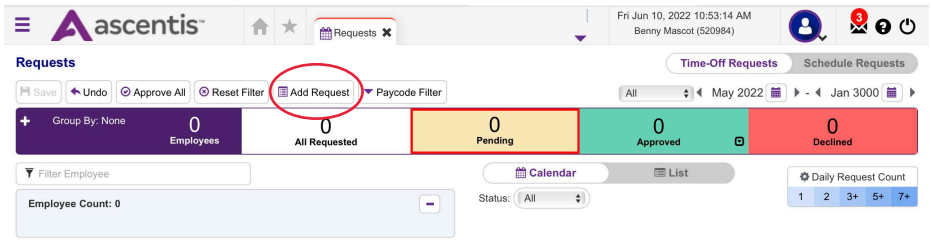
6. Click on "Timeoff Request"



7. Click on "Add Request"



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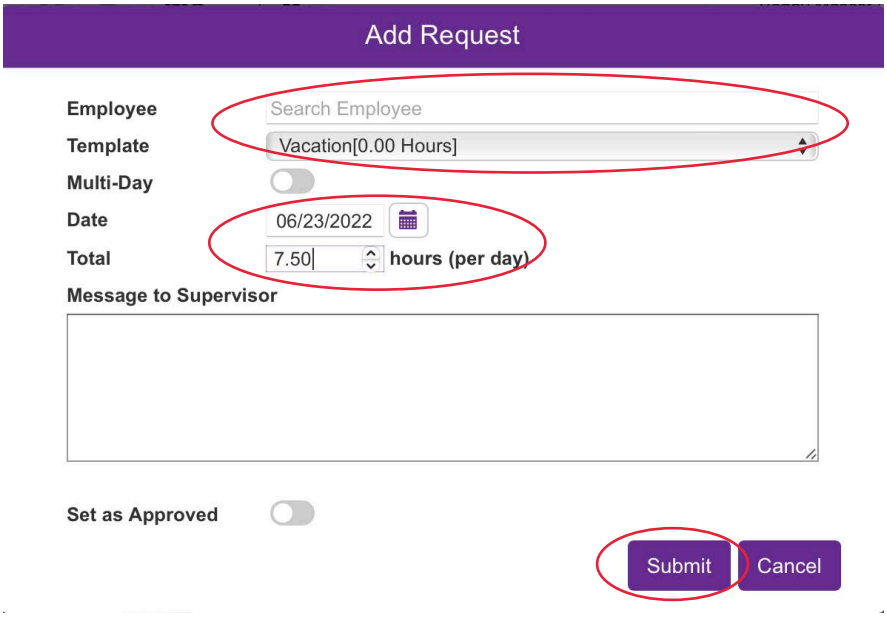
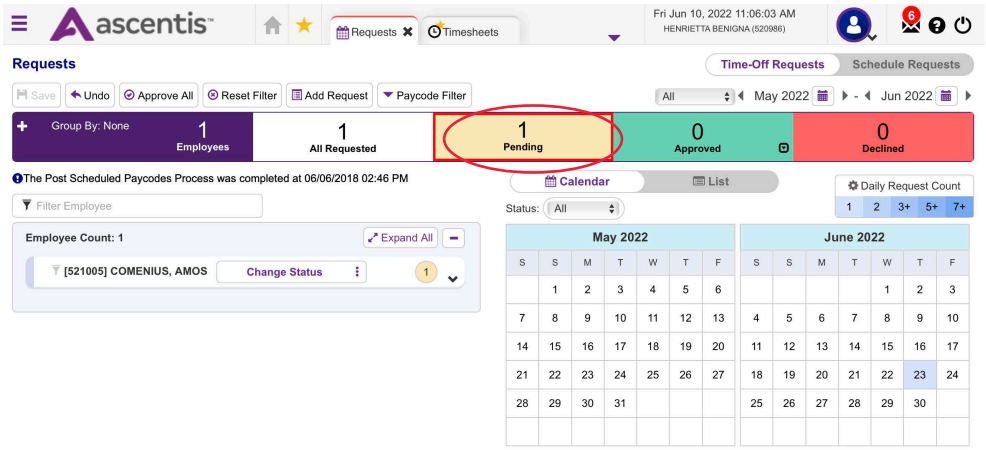
8. **Type in employees name, select a template, a date and type in the total number of hours and click on "Submit"**



9. **Go into "Pending"**



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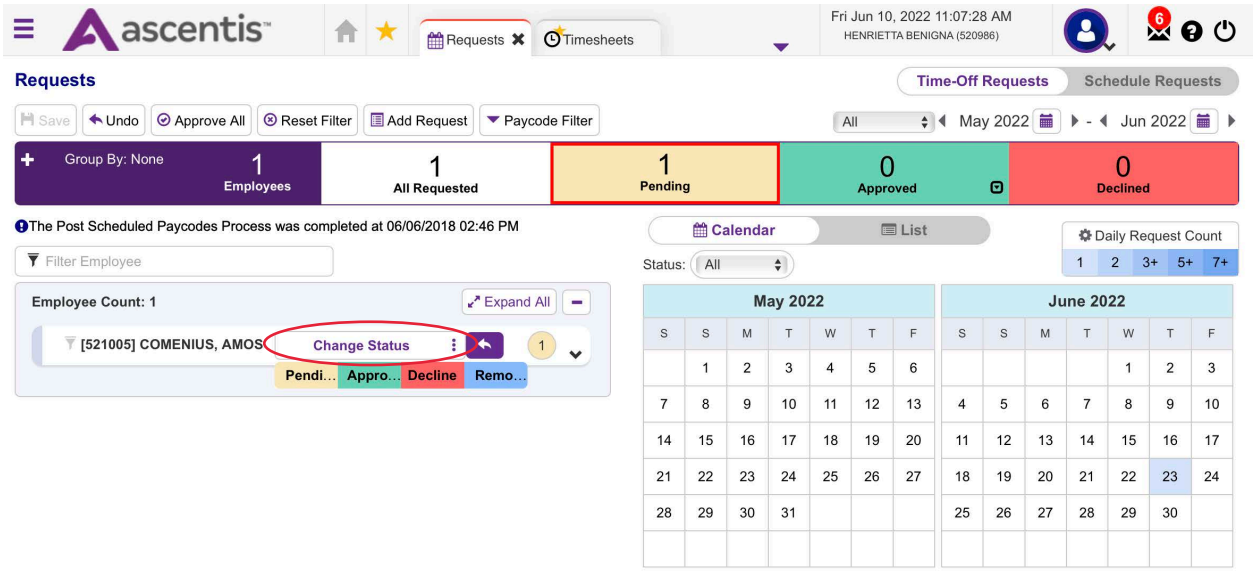
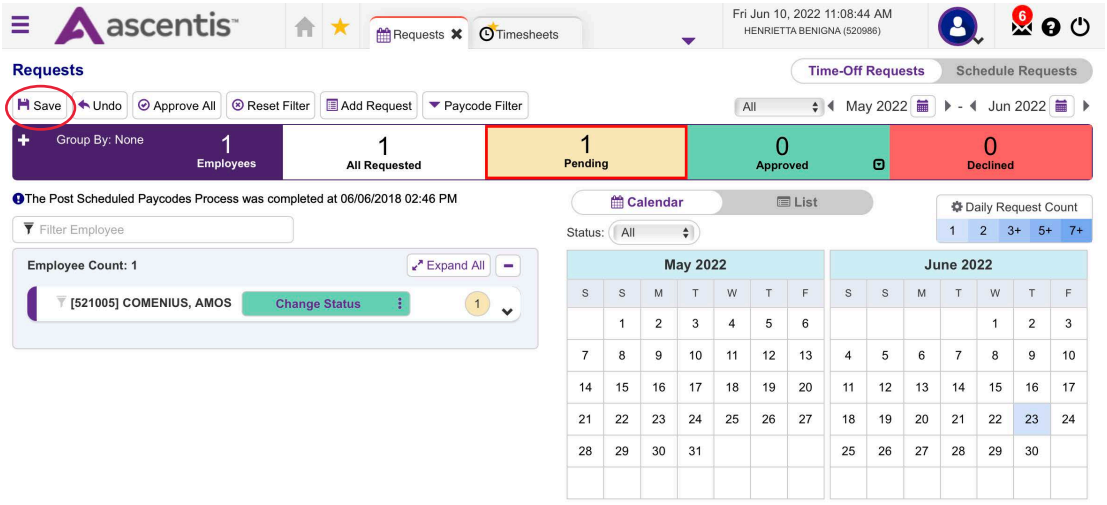
10. Click on "Change Status" and click "Approve"



11. Click on "Save"



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