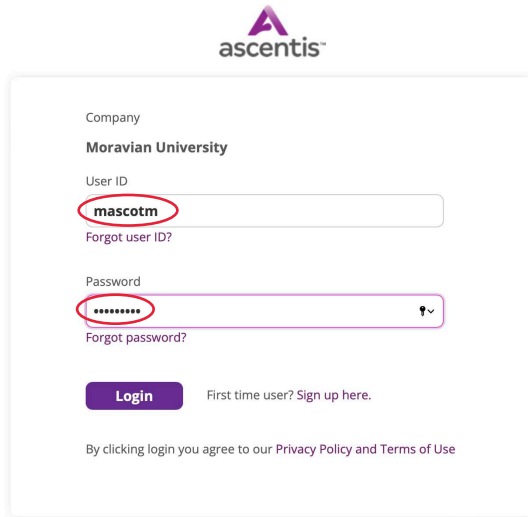


# MORAVIAN UNIVERSITY

## HOW TO REQUEST 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)



ascendis™

Company  
**Moravian University**

User ID  
  
Forgot user ID?

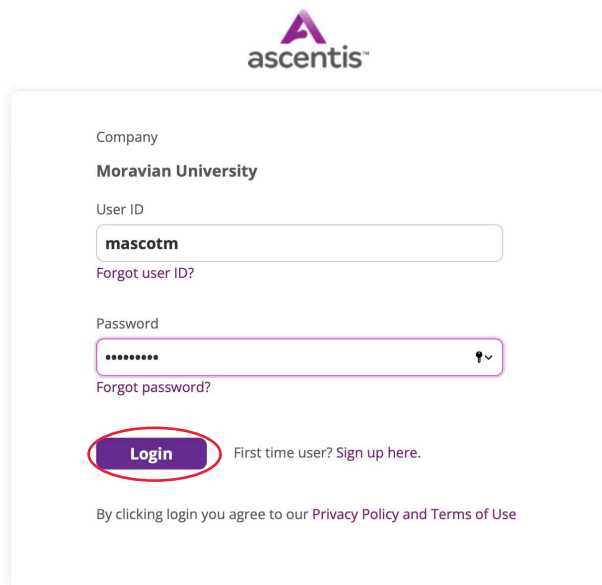
Password  
  
Forgot password?

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

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.

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

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## 4. Click "Timekeeper"

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Home My Self My Team **Timekeeper** My Company Reporting

Professional Development

### Development and Training

Professional Development at Moravian University

Moravian University is excited to partner with [Academic Impressions](#) to bring higher education-specific professional and leadership development to our institution.

Get started with one of the below on-demand opportunities:

**Faculty**

- [Removing Barriers to Student Learning: Inclusive Syllabi Assignments](#)
- [Faculty Voice: Strategies to Improve Your Online Course Communication](#)

**Staff**

- [Designing Creative Solutions for Your Toughest Challenges](#)
- [Integrating Inclusivity into Your Leadership Philosophy](#)
- [Time Management: Focusing on Your Priorities and Purpose](#)

**Students**

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

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

## 5. Find "Leave Management and click on the arrow"

ascentis

Timesheets

Clock Wed, June 8, 2022, Eastern Time

10:50:50 AM

Punch

Last Clock In --:--

Last Clock Out --:--

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

Leave Management >

Request Leave

Pay C...	Code	Last Po...	Post Type	Accrued...	Available	Notes
2[VACA...	SS1275	06/15/2...	S	12.50	150.00	System ...
3[SICK ...	SIC75	06/15/2...	S	7.50	352.50	System ...
4[JURY ...	JURY1	01/01/2...	S	75.00	75.00	System ...

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## 6. Click “Add Request”

The screenshot shows the Ascentis Requests interface. At the top, there are navigation icons and the user's name 'MASCOT, BENNY (520984)'. Below that, there are buttons for 'Add Request' (circled in red) and 'Send Reminder'. The status bar shows 0 All Requested, 0 Pending, 0 Approved, and 0 Declined. Below the status bar, there are sections for 'Schedule Templates' (Vacation, Bereavement, Sick Pay, Personal, Jury Duty) and 'Accrual Summary' (a table with columns: Pay Code, Last Post Date, Post Type, Accrued, Used, Available, Notes). The table lists: 2[VACATION], 3[SICK PAY], 4[JURY DUTY], and 5[BEREAVEMENT]. To the right of the table are four monthly calendars for May 2022, June 2022, July 2022, and August 2022.

## 7. Select a template and select “Multi-Day” if you are requesting more than one day in a row.

The screenshot shows the 'Add Request' form. The 'Template' dropdown is set to 'Vacation[0.00 Hours]'. The 'Multi-Day' toggle is checked and circled in red. The 'Date' and 'To' fields are empty. The 'Total' field is set to 'hours (per day)'. There is a 'Message to Supervisor' text area and 'Next' and 'Cancel' buttons at the bottom.

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8. Select the dates that you are requesting. You can select the dates by clicking on the calendar icon.

The screenshot shows the 'Add Request' form with the following fields and options:

- Template:** Vacation[0.00 Hours]
- Multi-Day:**
- Date:** [ ] [Calendar icon circled in red]
- To:** [ ] [Calendar icon]
- Hours (per day):** [ ]
- Buttons:** Next, Cancel

The calendar pop-up shows the month of June 2022 with dates 21 through 26 visible.

9. Type in the total hours **PER DAY**. (PLEASE NOTE: If you work 7.5 hours a day, you will type in 7.5. If you work 8 hours a day, you will type in 8 hours.)

The screenshot shows the 'Add Request' form with the following fields and options:

- Template:** Vacation[0.00 Hours]
- Multi-Day:**
- Date:** 07/09/2022 [Calendar icon]
- To:** 07/16/2022 [Calendar icon]
- Days:** 7/9, 7/10, 7/11, 7/12, 7/13, 7/14, 7/15, 7/16
- Total:** 7.50 [ ] hours (per day) [The '7.50' is circled in red]
- Message to Supervisor:** [ ]
- Buttons:** Next, Cancel

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10. Type in a message to your Supervisor if needed and click "Next"  
(Your supervisor will then get a notification about your time off request.)

**Add Request**

Template: Vacation[0.00 Hours]

Multi-Day:

Date: 07/09/2022 To: 07/16/2022  
7/9, 7/10, 7/11, 7/12, 7/13, 7/14, 7/15, 7/16

Total: 7.50 hours (per day)

Message to Supervisor

**Next** **Cancel**

11. Delete any non-worked days (ex. If you work Monday- Friday and Saturday and Sunday are shown) and click "Submit"

**Add Request**

Pay Code: 2 [VACATION]

	Date	D	Hours	Start	End
✗	Jul 9, 2022	Sat	7.50	12:00 AM	12:00 AM
✗	Jul 10, 2022	Sun	7.50	12:00 AM	12:00 AM
✗	Jul 11, 2022	Mon	7.50	12:00 AM	12:00 AM
✗	Jul 12, 2022	Tue	7.50	12:00 AM	12:00 AM
✗	Jul 13, 2022	Wed	7.50	12:00 AM	12:00 AM
✗	Jul 14, 2022	Thu	7.50	12:00 AM	12:00 AM
✗	Jul 15, 2022	Fri	7.50	12:00 AM	12:00 AM
✗	Jul 16, 2022	Sat	7.50	12:00 AM	12:00 AM

Message to Supervisor

**Back** **Submit** **Cancel**

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12. You will now be able to see your vacation time request status on your home page located under “Leave Management”

The screenshot shows the Ascentis Leave Management interface. At the top, the user is logged in as MASCOT, BENNY (520984) on Wednesday, June 8, 2022, at 11:07:20 AM. The interface displays a summary of vacation requests: 8 All Requested, 8 Pending (highlighted with a red border), 0 Approved, and 0 Declined. Below this, there are sections for Schedule Templates (Vacation, Bereavement, Sick Pay, Personal, Jury Duty) and a calendar view for May, June, and July 2022. A table of requests is visible, with the following data:

Date	Pay Code	Re...	Av...	Requested ...	Status	Start	End	...
Jul 9, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending			
Jul 10, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending			
Jul 11, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending			
Jul 12, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending			
Jul 13, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending			
Jul 14, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending			
Jul 15, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending			
Jul 16, 2022	2 [VAC]	7.5	15...	6/8/22, 11:0...	Pending			

13. Once approved by your Supervisor, the status will change to green. You will also receive a message in your self-service inbox located on the top right hand corner.

This screenshot is identical to the one above, showing the Ascentis Leave Management interface with 8 Pending requests. The interface includes the same summary, schedule templates, and calendar views.

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