



HOW TO CANCEL AN APPROVED VACATION REQUEST FOR A DIRECT REPORT

1. Go to: <https://selfservice.ascentis.com/MoravianCollege>
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)

The screenshot shows the Ascentis Self-Service Login page. At the top, the Ascentis logo and "Self-Service Login" are displayed. Below is a form with the following fields and options:

- Company: Moravian College
- User ID: mascotm
- Forgot user ID? (link)
- Password: [masked with dots]
- Forgot password? (link)
- Login (button)
- First time user? Sign up here. (link)

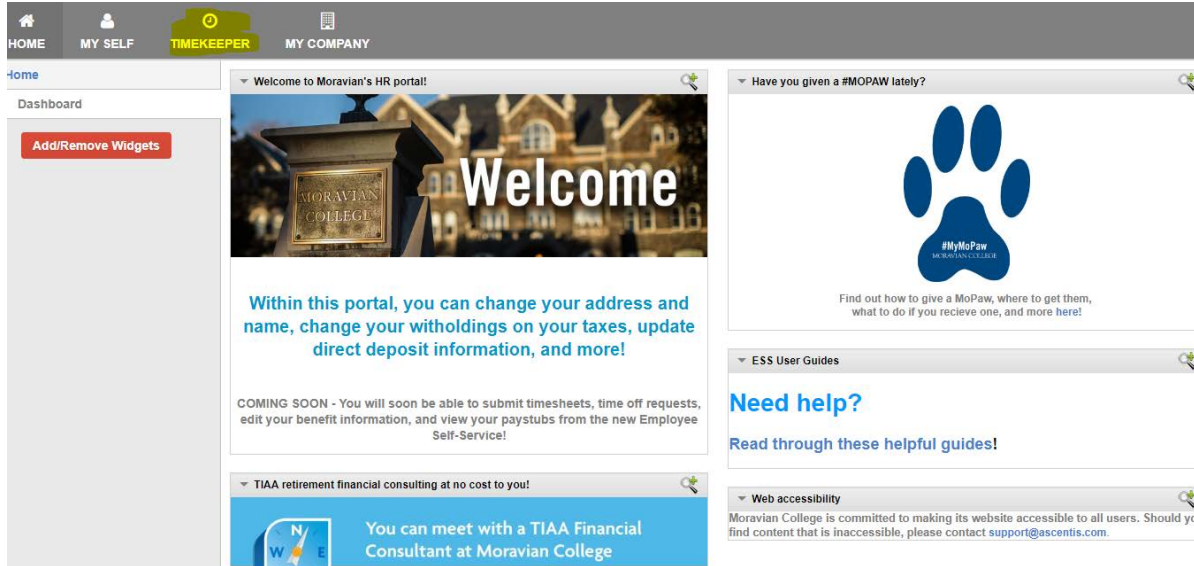
At the bottom of the form area, there is a disclaimer: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved."

3. Click on "Login"

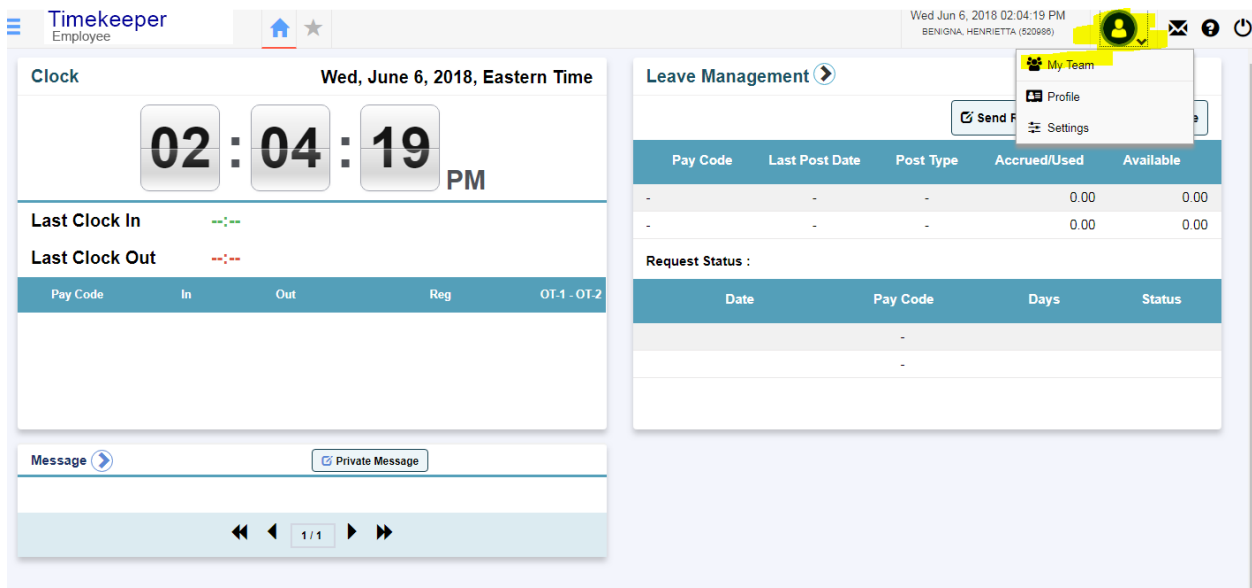
This screenshot is identical to the previous one, but with a black arrow pointing to the "Login" button, indicating the next step in the process.

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

4. Click “Timekeeper”

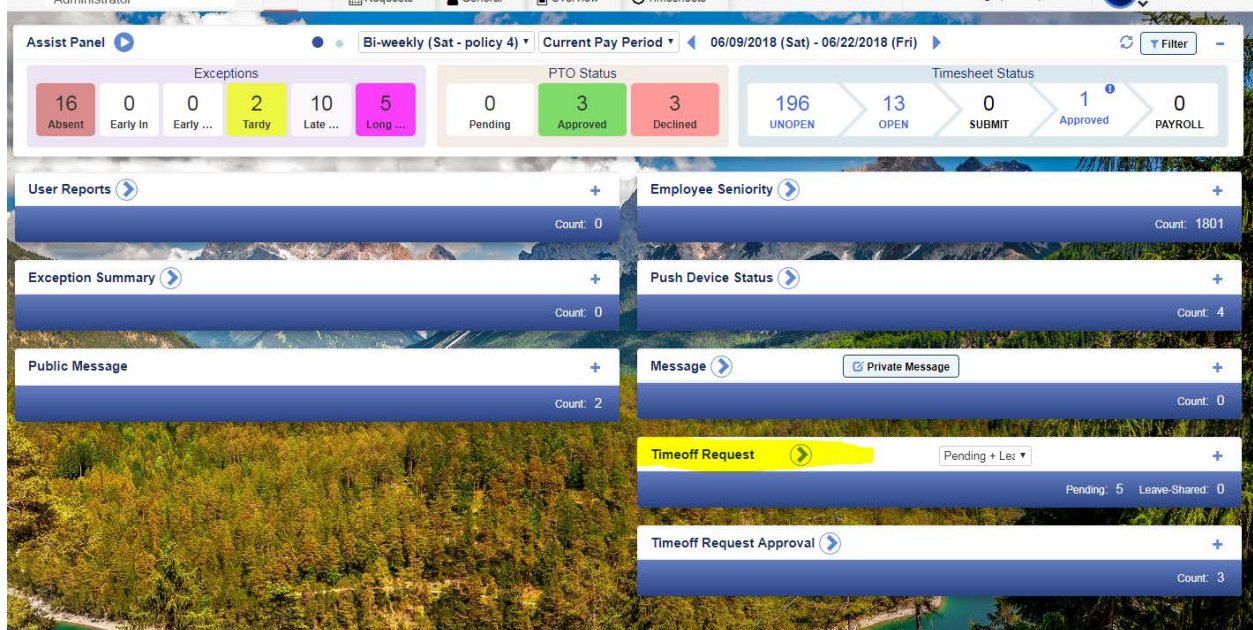


5. Find the “My Team” tab located under the person icon in the right hand corner of the screen. Click “My Team”



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6. Click on "Timeoff Request"



The screenshot shows a dashboard with the following sections:

- Assist Panel:** Includes filters for Bi-weekly (Sat - policy 4), Current Pay Period (06/09/2018 Sat - 06/22/2018 Fri), and a Filter button.
- Exceptions:** 16 Absent, 0 Early In, 0 Early ..., 2 Tardy, 10 Late ..., 5 Long ...
- PTO Status:** 0 Pending, 3 Approved, 3 Declined
- Timesheet Status:** 196 UNOPEN, 13 OPEN, 0 SUBMIT, 1 Approved, 0 PAYROLL
- User Reports:** Count: 0
- Employee Seniority:** Count: 1801
- Exception Summary:** Count: 0
- Push Device Status:** Count: 4
- Public Message:** Count: 2
- Message:** Private Message, Count: 0
- Timeoff Request:** Pending + Les, Pending: 5, Leave-Shared: 0
- Timeoff Request Approval:** Count: 3

7. Click on "Approved"

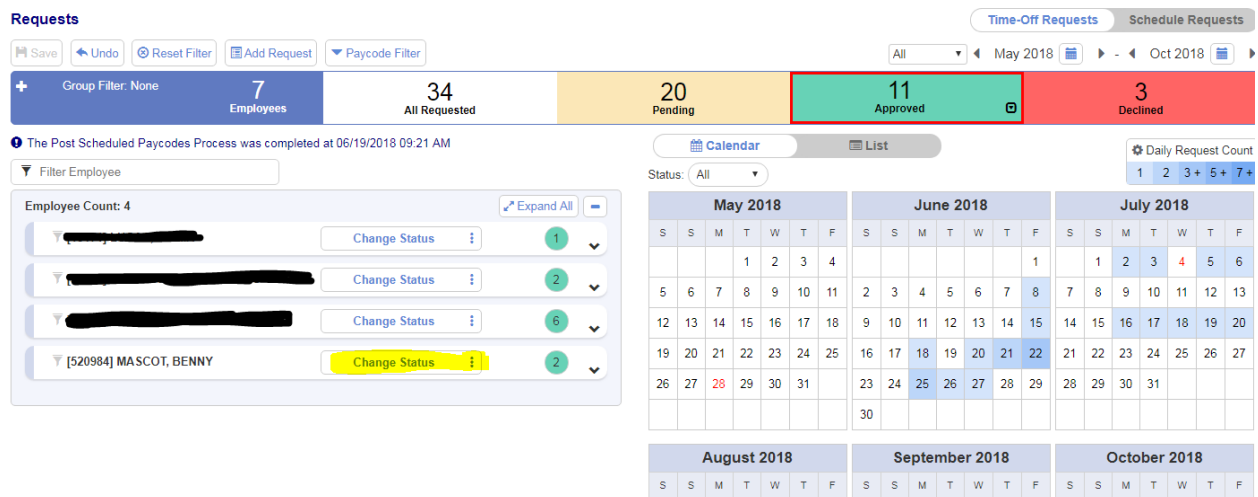


The screenshot shows the 'Requests' page with the following summary bar:

- Group Filter: None
- 7 Employees
- 34 All Requested
- 20 Pending
- 11 Approved** (highlighted in green)
- 3 Declined

Additional details include: "The Post Scheduled Paycodes Process was completed at 06/19/2018 09:21 AM", "Filter Employee", and "Daily Request Count" (1, 2, 3, 5, 7+).

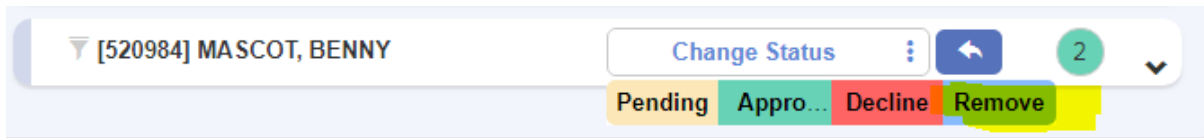
8. Click on "Change Status" to remove all days



The screenshot shows the 'Requests' page with the 'Change Status' button highlighted for the employee [520984] MASCOT, BENNY. The summary bar shows 11 Approved requests. Below the summary bar, there is a list of employees with their request counts and 'Change Status' buttons. To the right, there is a calendar view showing the status of requests for May, June, July, August, September, and October 2018.

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9. Click "Remove" and click "Save"

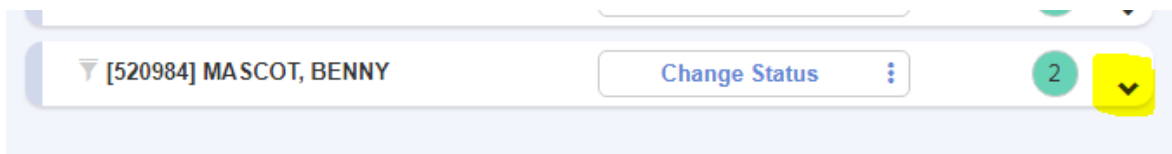


[520984] MASCOT, BENNY

Change Status

Pending Appro... Decline Remove

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

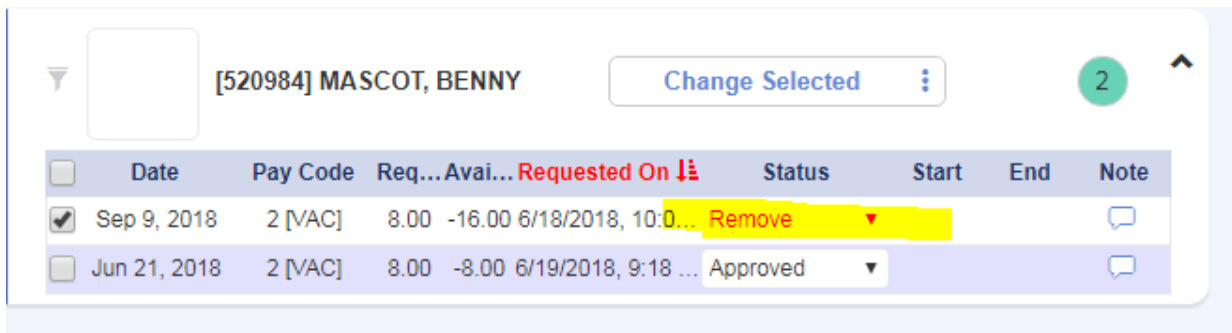


[520984] MASCOT, BENNY

Change Status

2

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



[520984] MASCOT, BENNY

Change Selected

2

<input type="checkbox"/>	Date	Pay Code	Req... Avai...	Requested On	Status	Start	End	Note
<input checked="" type="checkbox"/>	Sep 9, 2018	2 [VAC]	8.00 -16.00	6/18/2018, 10:00...	Remove			
<input type="checkbox"/>	Jun 21, 2018	2 [VAC]	8.00 -8.00	6/19/2018, 9:18 ...	Approved			