



HOW TO APPROVE DIRECT REPORTS VACATION OR PERSONAL TIME

Go to: [\)3QPSUBM NPSBWJBO FEV](#)

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)

A screenshot of the Ascent login page. The page has a white background with a grey border. At the top left is the Ascent logo. Below it are four input fields: "Company", "User", "Password", and "Forgot my password?". The "User" field contains the text "me" and is circled in red. The "Password" field contains a series of asterisks and is also circled in red. Below the input fields is a blue "Login" button. At the bottom of the form, there is a small line of text: "By clicking login you agree to our Privacy Policy and Terms of Use".

3. Click on “Login”

A screenshot of the Ascent login page, identical to the one above. The "Login" button is now circled in red, 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.

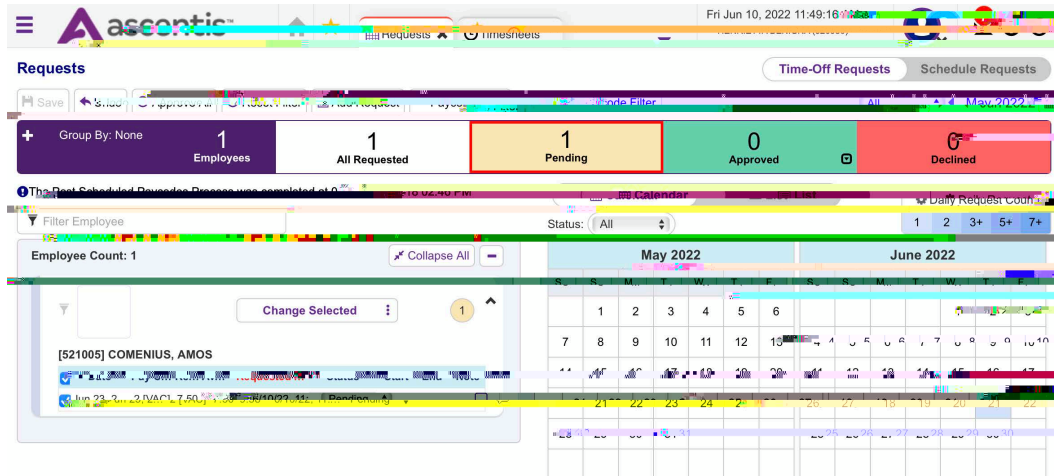
4. Click “Timekeeper”

5.

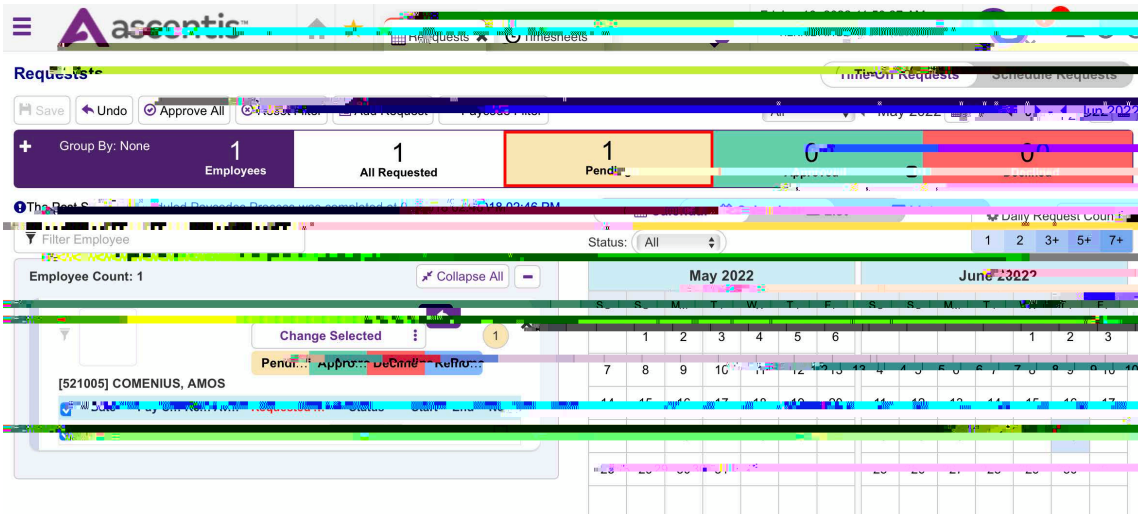
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8. To approve or deny ALL dates click on check box



9. Click on "Change Selected" and click approve or decline.



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10. To approve only certain dates, change the status located under the status tab.

The screenshot shows the Ascentic Requests interface. At the top, there are navigation tabs for "Time-Off Requests" and "Schedule Requests". Below this, a summary bar shows the status of requests: 1 Employees, 1 All Requested, 1 Pending, 0 Approved, and 0 Declined. A "Filter Employee" dropdown is set to "All". Below the summary bar, there is a "Change Selected" button and a list of requests for employee [521005] COMENIUS, AMOS. The list shows a request for June 23rd with a status of "Pending". To the right of the list is a calendar view for May and June 2022, with the request date highlighted.

11. Click "Save" and you will now see that the days are gone from pending requests and are in the approved stage

The screenshot shows the Ascentic Requests interface after the request has been approved. The summary bar now shows 1 Employees, 1 All Requested, 1 Pending, 0 Approved, and 0 Declined. The "Filter Employee" dropdown is still set to "All". Below the summary bar, there is a "Change Selected" button and a list of requests for employee [521005] COMENIUS, AMOS. The list shows a request for June 23rd with a status of "Approved". To the right of the list is a calendar view for May and June 2022, with the request date no longer highlighted.

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