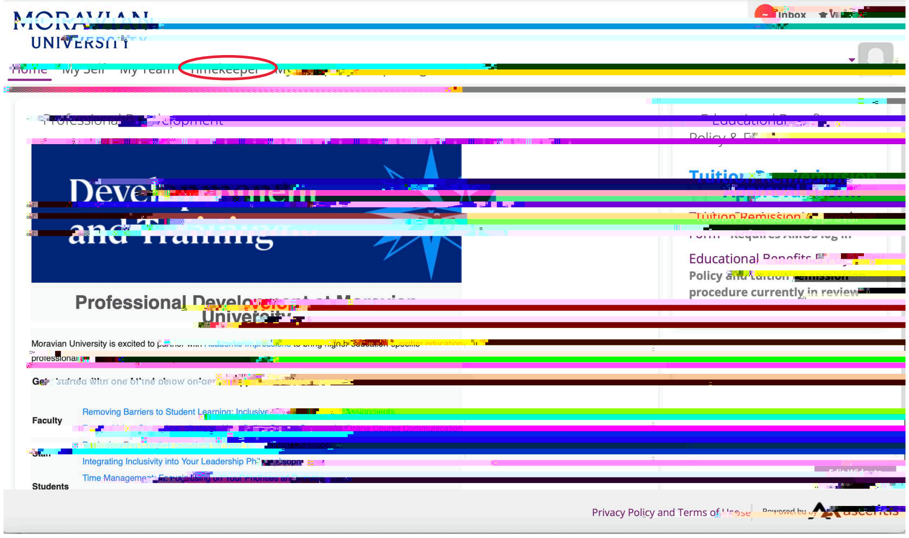
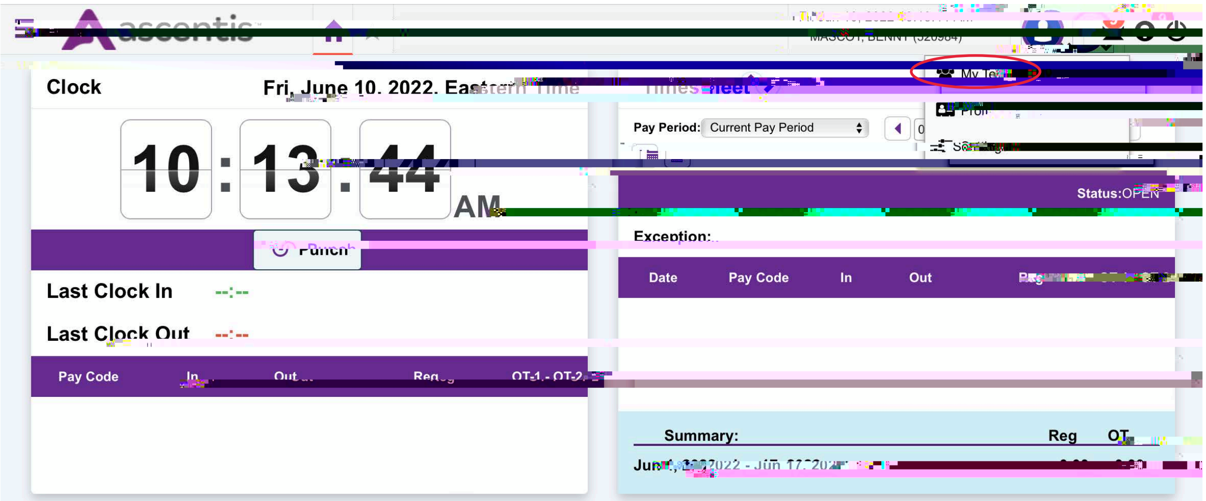
4. Click “Timekeeper”

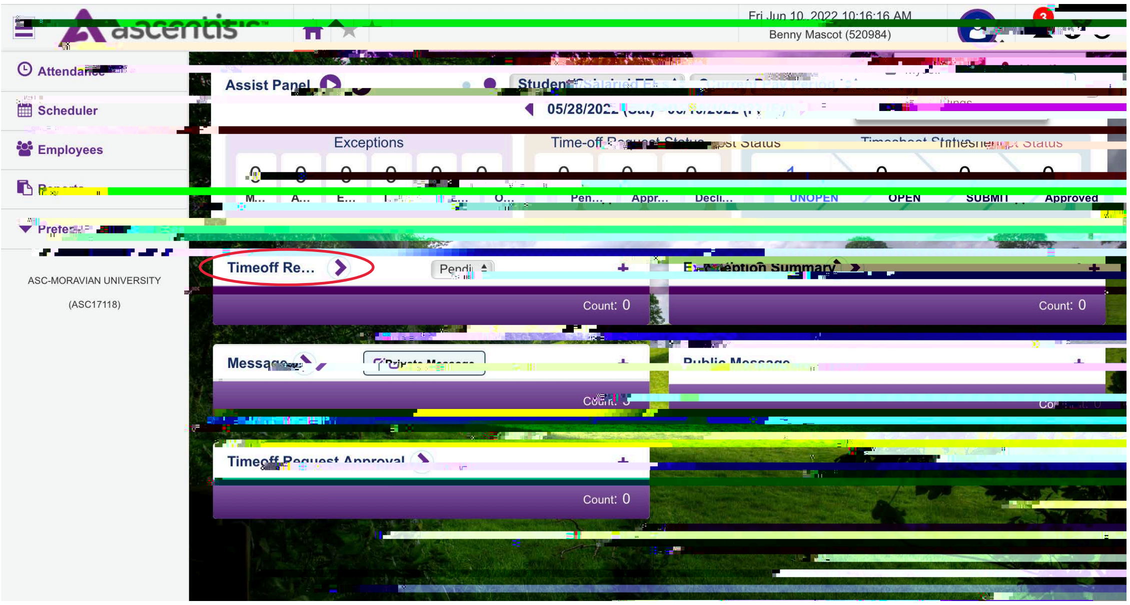

MORAVIAN UNIVERSITY
Home
My Self
My Team
Timekeeper
Professional Development
Development and Training
Professional Development at Moravian University
Faculty
Students
Privacy Policy and Terms of Use

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

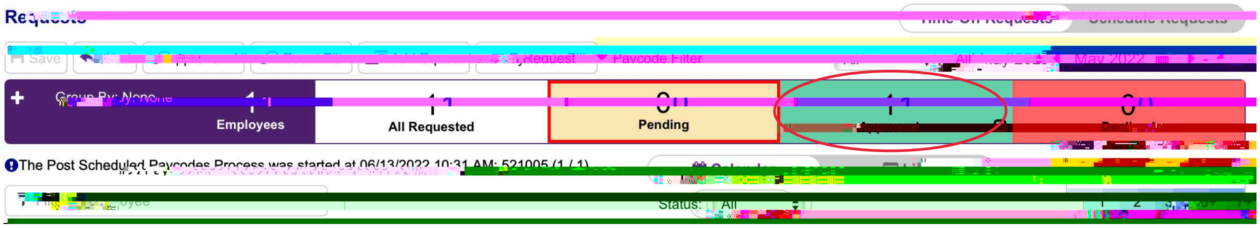

ascentis
Clock
Fri, June 10, 2022, Eastern Time
10 : 13 : 44 AM
Punch
Last Clock In --:--
Last Clock Out --:--
Pay Code
In
Out
Reg
OT-1 - OT-2
Timesheet
My Team
Pay Period: Current Pay Period
Status:OPEN
Exception:
Date
Pay Code
In
Out
Reg
Summary:
Reg
OT

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

6. Click on “ Timeoff Request ”

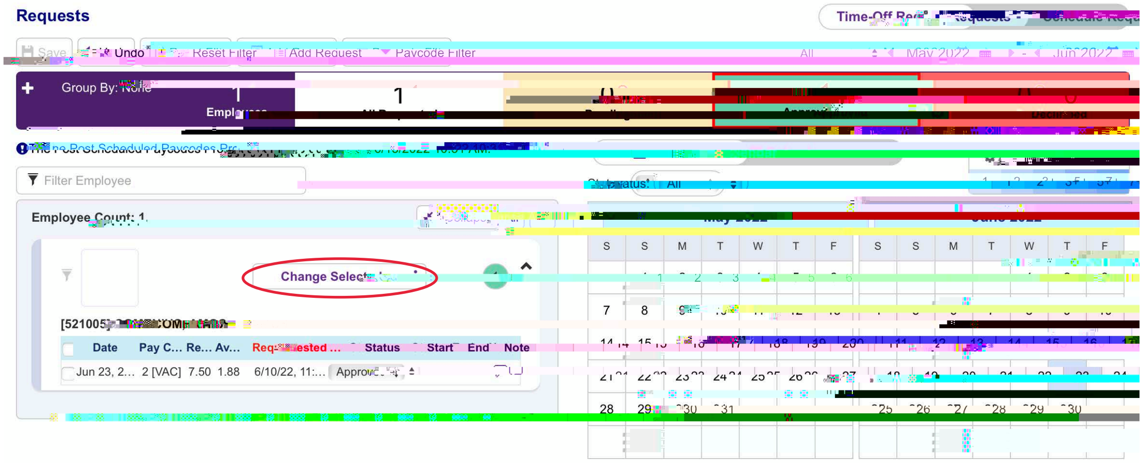

ascentis
Fri Jun 10, 2022 10:16:16 AM
Benny Mascot (520984)
Attendance
Scheduler
Employees
Reports
Preferences
ASC-MORAVIAN UNIVERSITY
(ASC17118)
Assist Panel
05/28/2022 (Sat)
Exceptions
Time-off Request Status
Timesheet Status
UNOPEN
OPEN
SUBMIT
Approved
Timeoff Re...
Exception Summary
Count: 0
Message
Private Message
Public Message
Timeoff Request Approval
Count: 0

7. Click o n “ Approved”


Requests
Time Off Requests
Schedule Requests
Save
Add Request
Paycode Filter
Group By: None
1 Employees
1 All Requested
0 Pending
1 Approved
0 Declined
Filter Employee
Status: All

The Post Scheduled Paycodes Process was started at 06/13/2022 10:31 AM: 521005 (1 / 1)

8. Click o n “ Change Status” to remove all days


Requests
Time-Off Requests
Schedule Requests
Save
Undo
Reset Filter
Add Request
Paycode Filter
May 2022
Jun 2022
Group By: None
1 Employees
1 All Requested
Filter Employee
Status: All
Employee Count: 1
Change Selected
Date
Pay C...
Re...
Av...
Requested
Status
Start
End
Note
Jun 23, 2...
2 [VAC]
7.50
1.88
6/10/22, 11:...
Approved
May 2022
June 2022
S S M T W T F

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9. Click “Remove” and click “Save”

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

11. Change the status to remove and click “Save”

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