



HOW TO REQUEST VACATION OR PERSONAL TIME

1. Go to: HRportal.moravian.edu
- 2 Type in Net ID use r name 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 HR portal login page. The page has a white background with a blue header containing the "ascend" logo. Below the header are four input fields: "Company", "User ID", "Password", and "Forgot net ID". The "User ID" field contains the text "me" and is circled in red. The "Password" field contains a series of dots and is also circled in red. Below the input fields is a blue "Login" button. At the bottom of the page, there is a small line of text: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © 2015 Ascendia Corporation. All rights reserved."/>

Company

User ID
me

Password

Forgot net ID

Login

By clicking login you agree to our Privacy Policy and Terms of Use

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3. Click on "Login"

A screenshot of the HR portal login page, identical to the one above. The "Login" button is circled in red. The "User ID" field still contains "me" and the "Password" field still contains dots. The rest of the page content is the same as in the previous screenshot.

Company

User ID
me

Password

Forgot net ID

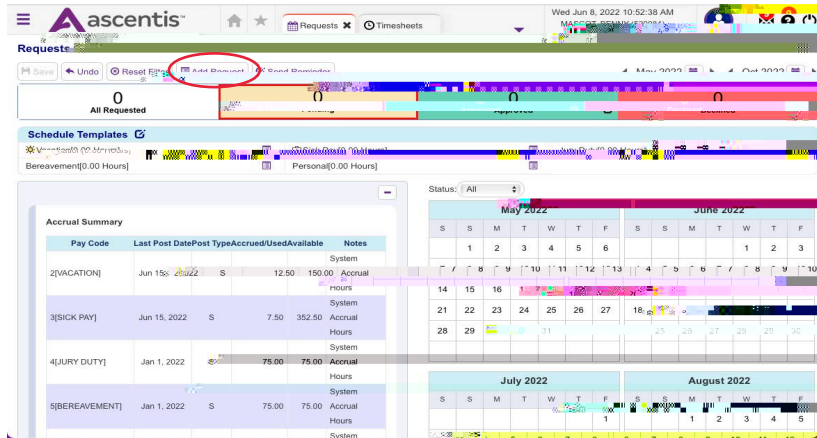
Login

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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 “Add Request”



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

Add Request

Template

Multi-Day

Date **To**

Total **hours (per day)**

Message to Supervisor



Should you require assistance using these instructions



10.Type in a message to your Supervisor if needed and click “Next ”

Add Request

Template: [dropdown]
Multi-Day:
Date: 07/09/2022 To: 07/16/2022
7/9, 7/10, 7/11, 7/12, 7/13, 7/14, 7/15
Total: 7.50 [hours (per day)]
Message to Supervisor
[text area]
Next Cancel

11.Delete any non-worked days
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
[text area]
Back Submit Cancel

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