

HOW TO REQUEST VACATION OR PERSONAL TIME

## 1. Go to: HRportal.moravian.edu

2 Type in Net ID use rname 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)

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Password		
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3. Click on "Login"

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



4. Click "Timekeeper"

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5. Find "Leave Management and click on the arrow



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6. Click "Add Request"

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

Template	Vacation	[0.00 Hours]		ŧ
Multi-Day Date			То	
Total		hours (pe	r day)	
Message to Sup	ervisor			

Cancel

Next



Should you require assistance using these instructions



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

Template	
Multi-Day	
Date	07/09/2022 🗰 To 07/16/2022 🚞
	7/9, 7/10, 7/11, 7/12, 7/12, 7/14, 7/14, 7/14
Total	2 ( hours (per day)
Message to Sup	pervisor

## 11.Delete any non-worked days

and click "Submit"

	Date	D	Høurs	Star 1	End
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×	Jul 10, 2022	Sun	78 0	10.1110.0110	1.2. 121.2.2.101
×	Jul 👫 🔡	111			
×	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	Mr "U	12:00 AM
×	Jul 15, 2022	Fri	7.50	12:00 AM	12.00
×	Jul 16, 2022	Sat	7.50	12:00 AM	12:00 AM
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