

HOW TO APPROVE DIRECT REPORTS VACATION OR PERSONAL TIME

Go to: <u>) 3 Q P S U B M N P</u> S B W J B O F E V

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)

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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"

5.

Should you require assistance using these instructions or employee self-service in general, please contact



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

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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.

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

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