



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)

The screenshot shows the Ascent login interface. At the top is the Ascent logo. Below it are fields for 'Company', 'Username', and 'Password'. The 'Username' field contains 'mas' and the 'Password' field contains '*****'. Both fields are circled in red. Below the password field is a 'Forgot my password?' link and a 'Login' button. At the bottom, there is a disclaimer: 'By clicking login you agree...' and a footer with 'Online services...' and 'Copyright'.

3. Click on “Login”

This screenshot is identical to the one above, but the 'Login' button is circled in red to indicate 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.

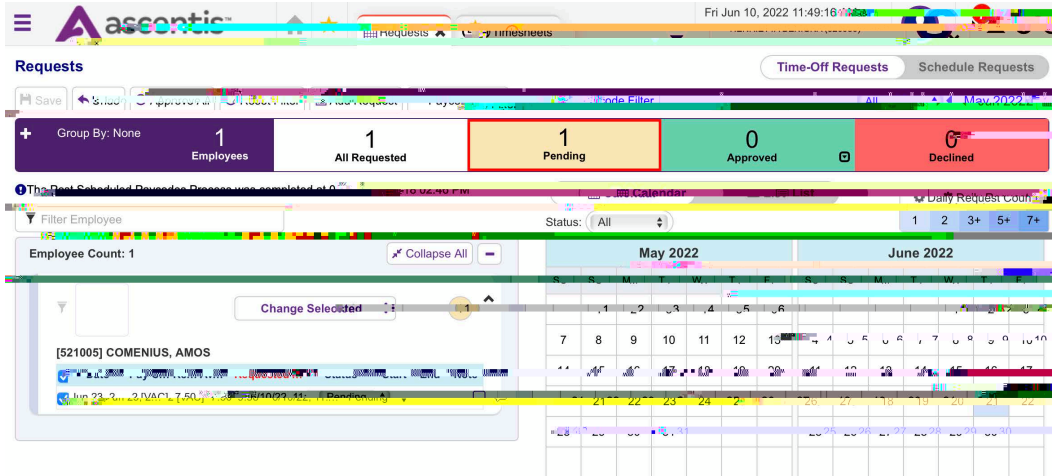
4. Click “Timekeeper”

5.

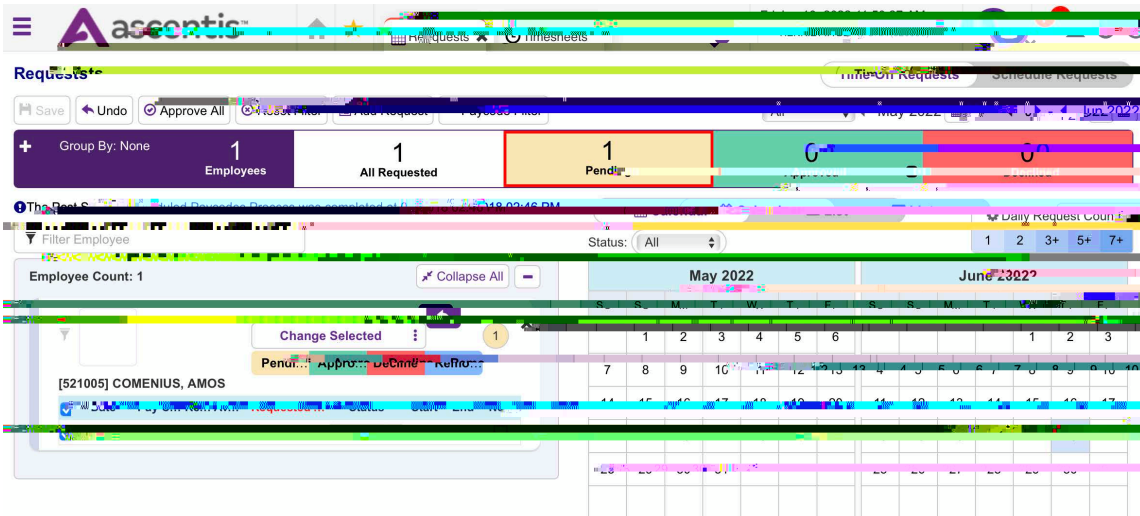
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8. To approve or deny ALL dates click on check box



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 tabs for 'Time-Off Requests' and 'Schedule Requests'. Below the tabs, there is a summary bar with the following counts: 1 Employees, 1 All Requested, 1 Pending, 0 Approved, and 0 Declined. The 'Pending' count is highlighted with a red border. Below the summary bar, there is a filter section for 'Filter Employee' and 'Status: All'. The main content area shows a calendar for May 2022 and June 2022. A table below the calendar shows the request details for employee AMOS COMENIUS. The table has columns for Date, Pay C, Re, Av, Requested, Status, Start, End, and Note. The request is for June 23, 2022, with a status of 'Pending'.

Date	Pay C	Re	Av	Requested	Status	Start	End	Note
Jun 23, 2022	2	1/AC	7.50	9.38	6/10/22 11:11	Pending		

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 'Approved' count is highlighted with a green border. The calendar and table below show the same request details as in the previous screenshot, but the status is now 'Approved'.

Date	Pay C	Re	Av	Requested	Status	Start	End	Note
Jun 23, 2022	2	1/AC	7.50	9.38	6/10/22 11:11	Approved		

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