

## HOW TO INPUT VACATION TIME FOR YOUR DIRECT REPORT(S)

Go to: ) 3 Q P S U B M N P 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)

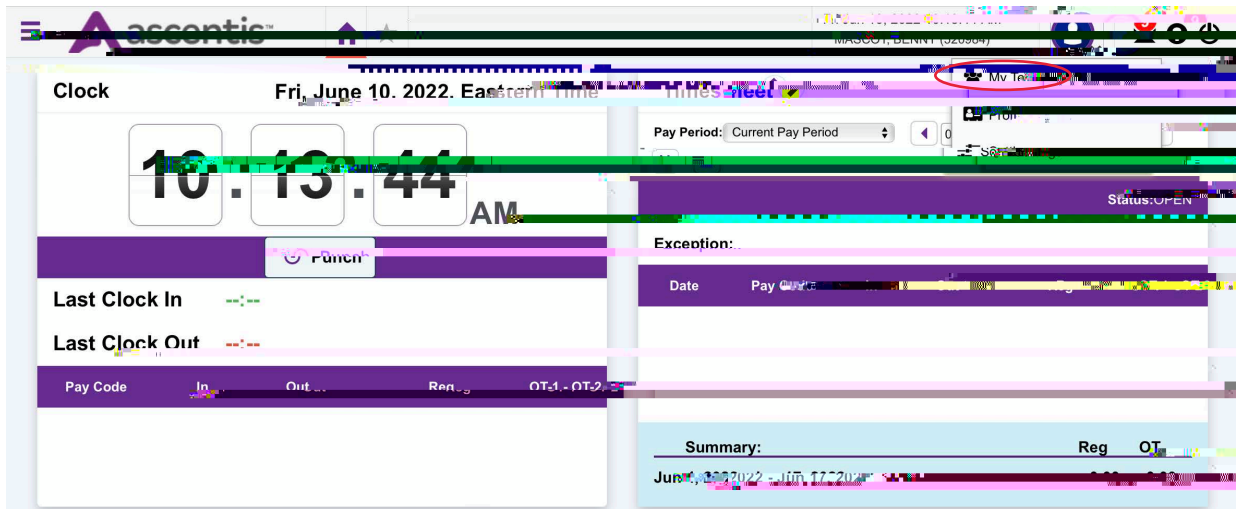




#### 4. Click “Timekeeper”



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



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



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8. Type in employees name, select a template, a date and type in the total number of hours and click on “Submit”

**Add Request**

Employee: Search Employee

Template: Vacation[0.00 Hours]

Multi-Day:

Date: 06/09/2022

Total: 7.50 hours (per day)

Message: [Empty text area]

Set as Approved:

Submit Cancel

9. Go into “Pending”

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Requests

Group By: None

Employees	All Requested	Pending	Approved
1	1	1	0

Filter Employees

Employee Count: 1

Calendar: May 2022, June 2022

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