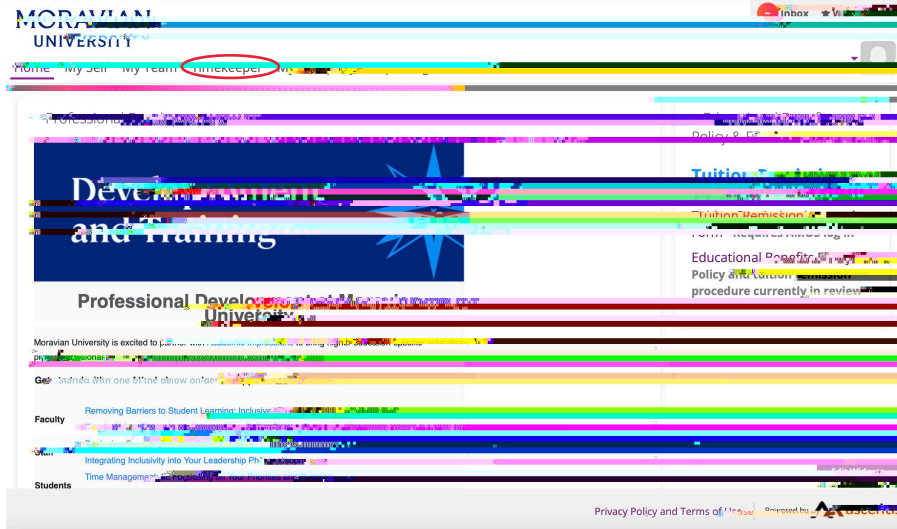


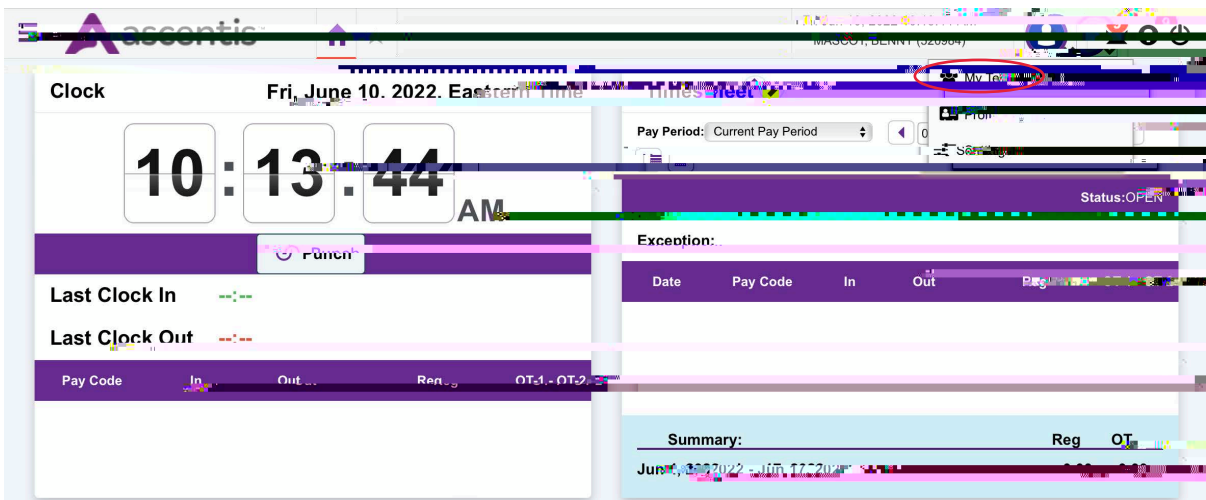




4. Click “Timekeeper”



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



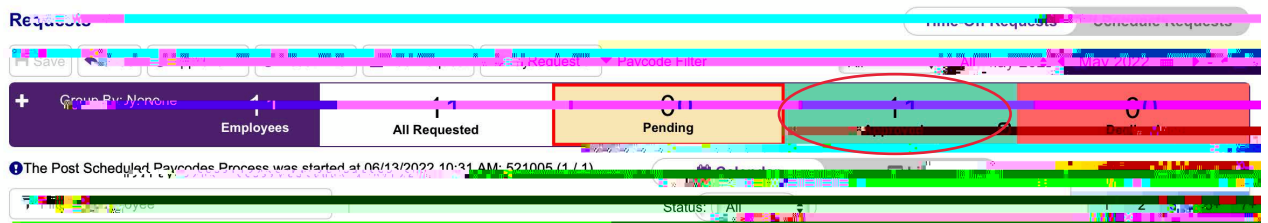
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.



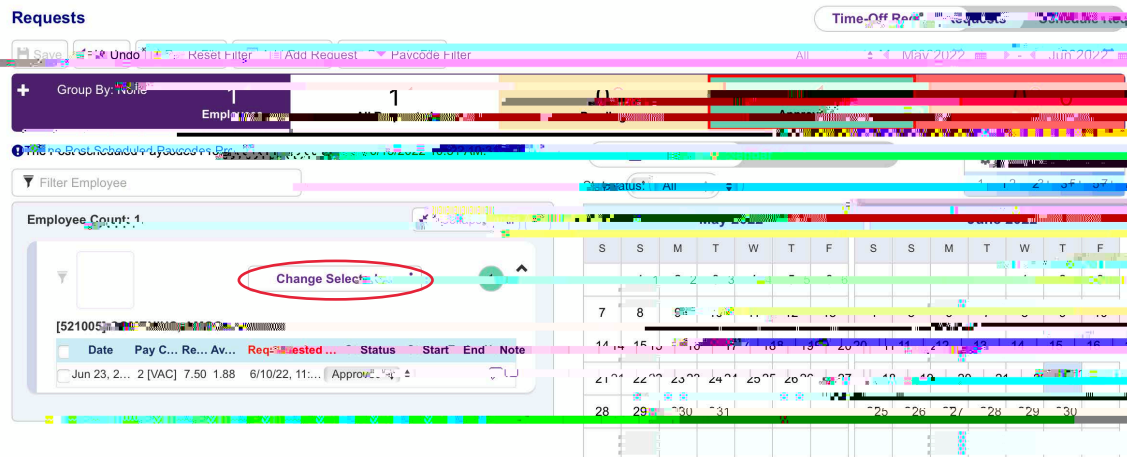
6. Click on “ Timeoff Request ”



7. Click on “ Approved ”



8. Click on “ Change Status ” to remove all days



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

9. Click “ Remove” and click “ Save”



10. To remove only certain dates click on the dropdown arrow



11. Change the status to remove and click “ Save”

