





4. Click "Timekeeper"

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|  | Policy & Fit                                       |
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|  | Trution Remission 4                                |
| and framms 7   | Educational Ponetics - The Policy and Announcement |
| Professional Developer a professional Developer and a professional developer and a profession of the p | procedure currently in review                      |
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| Integrating Inclusivity into Your Leadership Pr  |  |
| ludents  |  |

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

| Clock Fri, June 10. 2022. Eastern Time |  |
|--|--|
| 10.13.44                               | Pay Period: Current Pay Period 🗘 👔 Proi  |
| TU. TJ. 44                             | Status:OPEN  |
| Last Clock In:                         | Date Pay Code In Out Page and The Page and T |
| Last Clock Out:                        |  |
| Pay Code In Out Ren., OTd OT2;         |  |
|  | Summary:         Reg         OI           Junet, 2002/02/2         Junet, 2002/02/2         Junet, 2002/02/2   |

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.



## 6. Click on " Timeoff Request "

|                         | Fri Jun 10, 2022 10:16:16 AM  |  |
|-------------------------|---|--|
| aster                   | IS T X Benny Mascot (520984)  |  |
| O Attendance            |   |  |
| 🛗 Scheduler             | O5/28/2022 (Unity) UNITY DECK (1)     DECK (1) |  |
| Employees               | Exceptions Time-off Commet Status Timesheet Strates   |  |
|                         | M., A., E., I., I., O., Pen., Appr., Decl., UNOPEN OPEN SUBMIT Approved   |  |
| ✓ Pretesk <sup>2</sup>  |   |  |
| ASC-MORAVIAN UNIVERSITY |   |  |
| (ASC17118)              | Count: 0  |  |
|                         |   |  |
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|                         | Cristil J   |  |
|                         |   |  |
|                         |   |  |
|                         | Count: 0  |  |
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## 7. Click on "Approved"

| Requeste           |                              |                                 |             |   | Cqueit Concurrence quests |
|--------------------|------------------------------|---------------------------------|-------------|---|---------------------------|
| H Save             |                              |                                 | equiest     |   | May 2027                  |
| + Graup Byr Mor    | Employees                    | All Requested                   | Pending     |   | Çri<br>Deci a Mr          |
| The Post Scheduled | Payrondes Brocess was starte | 1 at 06/13/2022 10:31 AM: 52100 | )5 (1 / 1)  |   |                           |
|                    | 0                            |                                 | Status: All | ÷ |                           |

## 8. Click on "Change Status" to remove all days

| Requests                                   |                              |                 |                                     | Time-Off Ref |   |
|--|------------------------------|-----------------|-------------------------------------|--------------|---|
| Save = • • Undo 1 = • • Reset Filter 1 =   | Add Reduest 🔽 Pavcode Filter |                 | All                                 | ta ™a        | <del>1√2022 m ► 🤅 Jun 2022 m</del>                  |
| + Group By:                                | 1 -                          |                 |                                     | 4            |   |
| Employing                                  |                              |                 |                                     | Antine serve |   |
| <ul> <li>Filter Employee</li> </ul>        | RICK CONTRACT DOUT IN        |                 |                                     |              | 1 1 <sup>2</sup> 2 <sup>2</sup> 5 <sup>4</sup> 07 1 |
| Employee Count: 1.                         |                              |                 |                                     | d' the       |   |
|  |                              | S S M           | T W T                               | F S S        | M T W T F   |
|  | hange Select                 | 7 8 9           |                                     |              |   |
| [521005] <b>Date</b> Pay C., Re., Av., Reg | ested Status Start End Note  | 14 , 15 , 3 2 4 | a <mark>n 1917 - 1919 - 19</mark> 1 | × 2000 11.41 |   |
| Jun 23, 2 2 [VAC] 7.50 1.88 6/10/2         | 2, 11: (Approve. 🐨 🎾         | 2104 2200 230   | 2401 2005 2000                      |              | 49 00 04 00 17 1 =                                  |
|  |                              | 28 29 30        | -31 v                               | -25 -2       | 6 -27 -28 -29 -30                                   |
|  |                              |                 |                                     |              |   |

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9. Click "Remove" and click "Save"

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10. To remove only certain dates click on the dr opdown arrow

11.Change the status to remove and click " Save"

