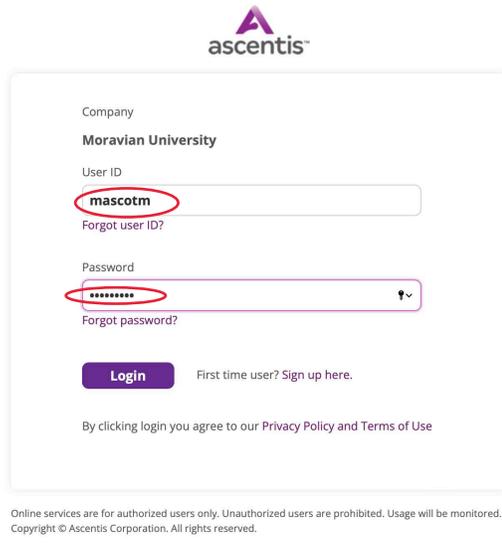


MORAVIAN UNIVERSITY

HOW TO BOOKMARK A FAVORITE

1. Go to: [HRportal.moravian.edu](https://hrportal.moravian.edu)
2. 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)



ascendis

Company
Moravian University

User ID

Forgot user ID?

Password

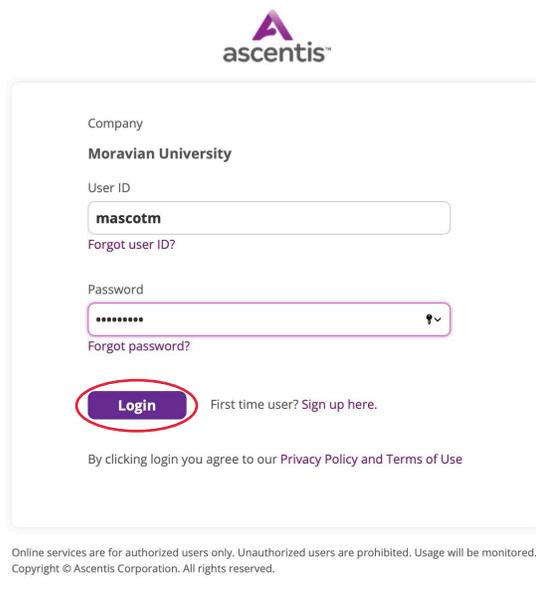
Forgot password?

Login First time user? Sign up here.

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3. Click on “Login”



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User ID

Forgot user ID?

Password

Forgot password?

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4. Click “Timekeeper”

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

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Home My Self My Team **Timekeeper** My Company Reporting

Professional Development

Development and Training

Professional Development at Moravian University

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[Integrating Inclusivity into Your Leadership Philosophy](#)

Students [Time Management: Focusing on Your Priorities and Purpose](#)

Educational Benefits Policy & Form

Tuition Remission Approval Form

Tuition Remission Approval Form - Requires AMOS log in

Educational Benefits Policy - Policy and tuition remission procedure currently in review

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5. Click on the arrow next to the item you would like to bookmark

ascentis

Wed, June 8, 2022, Eastern Time

10:50:50 AM

Punch

Last Clock In --:--

Last Clock Out --:--

Pay Code	In	Out	Reg	OT-1	OT-2

Leave Management >

Request Leave

Pay C...	Code	Last Po...	Post Type	Accrued...	Available	Notes
2[VACA...	SS1275	06/15/2...	S	12.50	150.00	System ...
3[SICK ...	SIC75	06/15/2...	S	7.50	352.50	System ...
4[JURY ...	JURY1	01/01/2...	S	75.00	75.00	System ...

6. Click the picture icon on the tab and this will bookmark to your favorites. This bookmark will now appear every time you login.

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

MORAVIAN UNIVERSITY

Requests

Save Undo Reset Filter Add Request Send Reminder

May 2022 Oct 2022

0 All Requested 0 Pending 0 Approved 0 Declined

Schedule Templates

- Vacation[0.00 Hours]
- Sick Pay[0.00 Hours]
- Jury Duty[0.00 Hours]
- Bereavement[0.00 Hours]
- Personal[0.00 Hours]

Accrual Summary

Pay Code	Last Post Date	Post Type	Accrued/Used/Available	Notes
2[VACATION]	Jun 15, 2022	S	12.50 150.00	System Accrual Hours
3[SICK PAY]	Jun 15, 2022	S	7.50 352.50	System Accrual Hours
4[JURY DUTY]	Jan 1, 2022	S	75.00 75.00	System Accrual Hours
5[BEREAVEMENT]	Jan 1, 2022	S	75.00 75.00	System Accrual Hours

Status: All

May 2022							June 2022						
S	S	M	T	W	T	F	S	S	M	T	W	T	F
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

July 2022							August 2022						
S	S	M	T	W	T	F	S	S	M	T	W	T	F
						1			1	2	3	4	5

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