

MORAVIAN UNIVERSITY

HOW TO DELEGATE YOUR TEAM TO ANOTHER USER

1. Go to: 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.

By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved.

3. Click on “Login”

ascendis

Company
Moravian University

User ID

Forgot user ID?

Password

Forgot password?

Login First time user? Sign up here.

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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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4. Click “Timekeeper”

The screenshot shows the top navigation bar of the Ascentis portal. The 'Timekeeper' tab is circled in red. Other tabs include 'Home', 'My Self', 'My Team', 'My Company', and 'Reporting'. The main content area features a 'Professional Development' section with a 'Development and Training' banner and a 'Tuition Remission Approval Form' link.

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

The screenshot shows the Ascentis portal interface. The user profile icon in the top right corner is clicked, and the 'My Team' option is highlighted in red in the dropdown menu. The main content area displays a clock showing 10:13:44 AM and a timesheet table.

Date	Pay Code	In	Out	Reg	OT-1 - OT-2	
Summary:					Reg	OT
Jun 4, 2022 - Jun 17, 2022					0.00	0.00

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8. Click "Save" and the rest of the information will auto populate

The screenshot shows the Ascentis Delegation interface. At the top, there is a navigation bar with the Ascentis logo, a home icon, a star icon, and tabs for 'Delegation' and 'Timesheets'. The user's name 'HENRIETTA BENIGNA (520986)' and the date 'Mon Jun 13, 2022 09:21:11 AM' are displayed. Below the navigation bar, there is a 'Delegation' section with a 'Save' button circled in red and an 'Undo' button. The main area contains a table with the following columns: Delegation, From, To, Web Access, Pay code, Type, Notified, and EMP Filter. The first row is highlighted in yellow and contains the following data: Delegation: AMOS COMENIUS, From: 06/21/2022, To: 06/23/2022, Web Access: Supervisor Delegr, Pay code: 0[WKHR], Type: Manual, Notified: , EMP Filter: . Below the table, there is an 'Add Record' button.

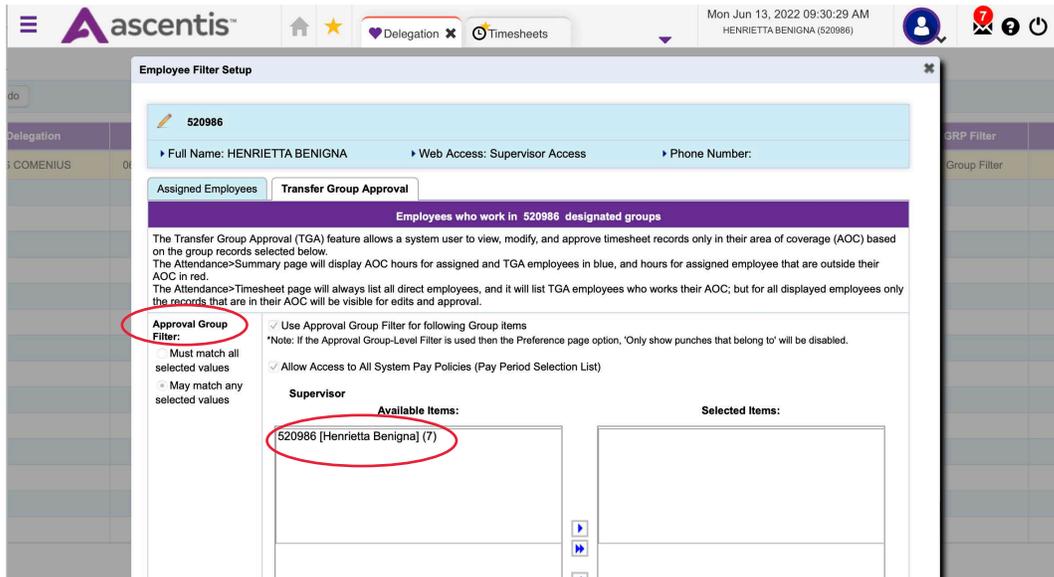
9. Click on "Employee Filter"

The screenshot shows the Ascentis Delegation interface. At the top, there is a navigation bar with the Ascentis logo, a home icon, a star icon, and tabs for 'Delegation' and 'Timesheets'. The user's name 'HENRIETTA BENIGNA (520986)' and the date 'Mon Jun 13, 2022 09:24:17 AM' are displayed. Below the navigation bar, there is a search bar with the text 'do'. The main area contains a table with the following columns: Delegation, From, To, Web Access, Pay code, Type, Notified, EMP Filter, GRP Filter, and M. The first row is highlighted in yellow and contains the following data: Delegation: COMENIUS, From: 06/21/2022, To: 06/23/2022, Web Access: Supervisor Delegr, Pay code: 0[WKHR], Type: Manual, Notified: , EMP Filter: Employee Filter (circled in red), GRP Filter: Group Filter, M: . Below the table, there is an 'Add Record' button.

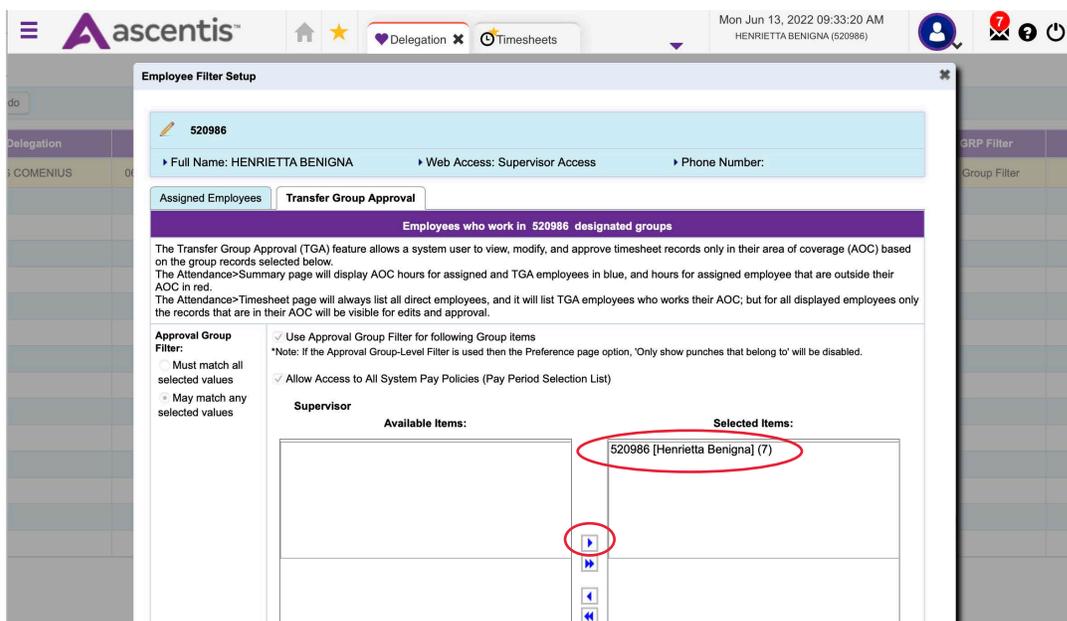
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10. Go to “Approval Group Filter” and type your employee number into the left side Supervisor list to find yourself. (Your employee number is located on the top right hand corner next to your silhouette icon)



11. Click on yourself. Click on the arrow to move yourself over to the right hand list



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12. You can now x out of that screen. You have now delegated to another user.