MORAVIAN UNIVERSITY

HOW TO PUNCH OUT (STUDENT WORKERS)

Punching out means you are punching out for the day, punching out of work to go to a lunch or break or punching out of one department to go work for another

- 1. Go to: <u>HRportal.moravian.edu</u>
- 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)

Company Moravian College
User ID
mascotm
Forgot user ID?
Password
•••••••
Forgot password?
Login
First time user? Sign up here.

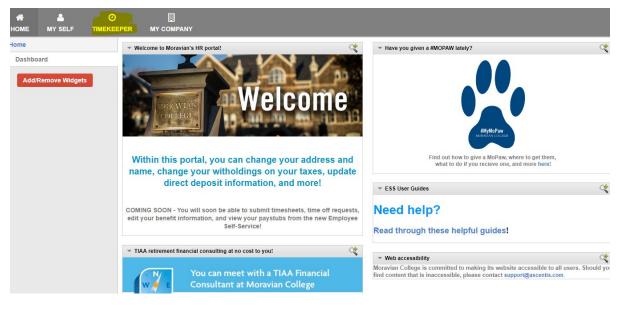
3. Click on "Login"

Company		
Moravian College		
User ID		
mascotm		
Forgot user ID?		
Password		
•••••		
Forgot password?		
Login		
Logint		
First time user? Sign	up here.	

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.

MORAVIAN UNIVERSITY

4. Click "Timekeeper"



5. Click "Punch"

Timekeeper Employee	^ *					V	Ved Jun 6, 2018 12:3 MASCOT, BENNY (5		₿,	⊠ 0
Clock	Wed, J	une <mark>6, 2018, E</mark> as	stern Time	Timesheet	۲					
				Pay Period: Curre	nt Pay Period	• 05/2	6/2018 (Sat) - 06/08/20	118 (Fri) 🕨 🗎)	
12	: 33 :	59		© Submit					State	us: OPEN
		PM	_	Exception:						
	🕒 Punch 🛛 🛱 Tra	Insfer		Date	Pay Code	In	Out	Reg		DT-1 - OT-2
Last Clock In	-:									
Last Clock Out										
Pay Code In	Out	Reg	OT-1 - OT-2							
				Summary	:				Reg	от
				May 26, 2018	Jun 8, 2018				0.00	0.00
Leave Management				Message 📎			🕑 Private Mes	sage		
	🖸 Se	nd Reminder	quest Leave							
Pay Code Last Post	Date Post Type	Accrued/Used	Available			€ ●	1/1			
	-	0.00	0.00							
	-	0.00	0.00							
Request Status :										

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.

MORAVIAN UNIVERSITY

6. Your punch out is now recorded

Timekeeper Employee	† *			Wed Jun 6, 2018 12:34:56 Pt MASCOT, BENNY (520984)	м 🙁	× 9			
Clock	Wed, June 6, 2018, Easte	rn Time Timesheet	۲						
		Pay Period: Curren	nt Pay Period	6/2018 (Sat) - 06/08/2018 (Fri)					
12	: 34 : 56	🗹 Submit			Si	atus: OPEN			
	PM	Exception:	Exception:						
	⊙ Punch 🛱 Transfer	Date	Pay Code In	Out	Reg	OT-1 - OT-2			
may not appear in the timesheet	n Wednesday, June 6, 2018, at 12:34 PM Eastern Time. Yo right away. :	ur punch							
Last Clock Out	Summary:	:		Reg	от				
		May 26, 2018 -	Jun 8, 2018		0.00	0.00			
Leave Management 📎		Message 📎		Z Private Message					
	🖸 Send Reminder	est Leave							
Pay Code Last Post I	Date Post Type Accrued/Used Ava	ilable	• •	1/1 🕨 🗰					
	- 0.00	0.00							
· ·	- 0.00	0.00							
Request Status :									
Date	Paycode Days	Status							

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.