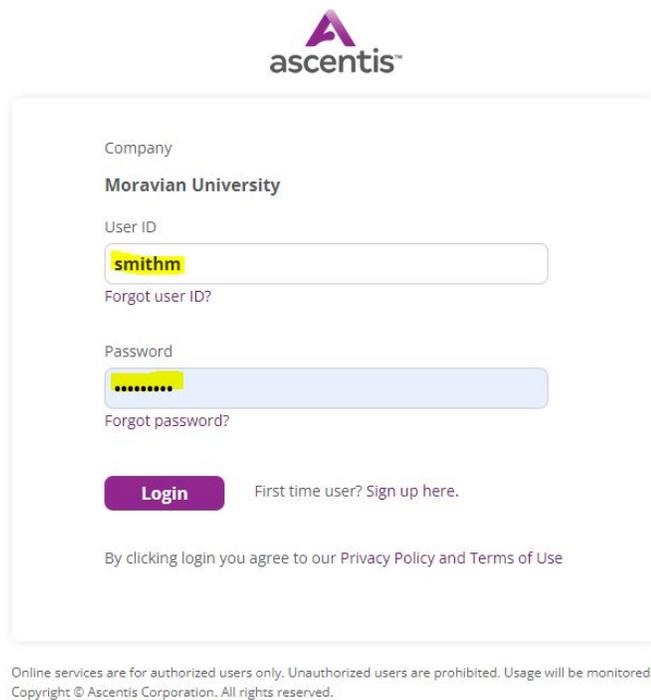


MORAVIAN UNIVERSITY

HOW TO RECORD YOUR TIME

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)



The screenshot shows the Ascentis login interface. At the top is the Ascentis logo. Below it, the company name "Moravian University" is displayed. There are two input fields: "User ID" with the text "smithm" entered, and "Password" with masked characters. Below each field is a "Forgot" link. A purple "Login" button is present, along with a link for "First time user? Sign up here." At the bottom, there is a disclaimer: "By clicking login you agree to our Privacy Policy and Terms of Use." A footer contains the text: "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"

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

MORAVIAN UNIVERSITY

4. Click "Timekeeper"



Home My Self **Timekeeper** My Company

- Personal Information
- Family Members
- Benefits
- My Paycheck
- My Attachments
- Company Links

Personal Information

Go to Personal Information to view and update your personal information such as your address, phone numbers, and emergency contacts.

- Personal Information
- Emergency Contacts
- DMV
- Faculty Information
- Survey Data
- Compliance
- Campus Location
- Jenzabar ID
- Moravian Job Info
- Background Checks
- Training
- COVID Vaccine Status
- Adjunct Information

5. Verify the Pay Period

ascentis Thu Oct 21, 2021 11:52:47 AM COACH, TEST (521090)

Clock Thu, October 21, 2021, Eastern Time

11:52:46 AM

Last Clock In: --:--
Last Clock Out: --:--

Pay Code	In	Out	Reg	OT-1 - OT-2
----------	----	-----	-----	-------------

Timesheet Pay Period: Current Pay Period 10/09/2021 (Sat) - 10/22/2021 (Fri) Status: OPEN

Exception:

Date	Pay Code	Reg	OT-1 - OT-2
------	----------	-----	-------------

Summary:

	Reg	OT
Oct 9, 2021 - Oct 22, 2021	0.00	0.00

Leave Management Schedule Daily

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6. Find "Timesheet" located next to the clock. Click on the arrow next to "Timesheet"

The screenshot shows the Ascentis HR portal interface. On the left, the 'Clock' section displays the current time as 11:52:46 AM on Thursday, October 21, 2021, Eastern Time. Below the clock, there are fields for 'Last Clock In' and 'Last Clock Out', and a table for tracking clock-in and out times with columns for Pay Code, In, Out, Reg, and OT-1 - OT-2. On the right, the 'Timesheet' section is active, showing a 'Pay Period' of 'Current Pay Period' and a date range of '10/09/2021 (Sat) - 10/22/2021 (Fri)'. The status is 'OPEN'. Below this, there is an 'Exception' section and a table for recording hours worked. A 'Summary' section shows 'Reg' and 'OT' hours for the period 'Oct 9, 2021 - Oct 22, 2021', with values of 0.00 and 0.00 respectively. A 'Schedule' dropdown is set to 'Daily'.

7. Select Pay Code and type in the number of hours worked for the appropriate date. (Note: Do not enter PR Dept, this will auto populate after you save).

The screenshot shows the 'Timesheet' entry form. At the top, it displays 'Timesheet' and 'COACH, TEST - 521090'. Below this, there are buttons for 'Save', 'Delete', 'Undo', 'Recalculate', and 'More Functions'. The main table has columns for 'Pay Code', 'PR Dept.', and dates from 'Sat 10/09' to 'Tue 10/12'. The first row shows a checkbox, a highlighted '0[WORK HOURS]' in the 'Pay Code' column, and a highlighted '7.50' in the 'Mon 10/11' column. The 'Totals' row shows 0.00 for each date column.

	Pay Code	PR Dept.	Sat 10/09	Sun 10/10	Mon 10/11	Tue 10/12
<input type="checkbox"/>	0[WORK HOURS]				7.50	
<input type="checkbox"/>						
<input type="checkbox"/>						
		Totals	0.00	0.00	0.00	0.00

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8. Click Save

The screenshot shows the Ascentis Timesheet interface. At the top, there is a navigation bar with the Ascentis logo and a 'Timesheets' tab. Below this, the 'Timesheet' title is displayed, followed by a 'Pay Period' dropdown set to 'Current Pay Period' and a date range of '10/09/2021 (Sat) - 10/22/2021 (Fri)'. The status is 'OPEN'. The main table has the following structure:

Pay Code	PR Dept.	Sat 10/09	Sun 10/10	Mon 10/11	Tue 10/12
<input type="checkbox"/> 0[WORK HOURS]				7.50	
<input type="checkbox"/>					
<input type="checkbox"/>					
Totals		0.00	0.00	0.00	0.00

9. Your hours have been recorded, and your PR Dept has auto-populated.

The screenshot shows the Ascentis Timesheet interface after a successful save. A green message bar at the top states 'The timesheet was saved successfully.'. The table below is updated as follows:

Pay Code	PR Dept.	Sat 10/09	Sun 10/10	Mon 10/11	Tue 10/12
<input type="checkbox"/> 0[WORK HOURS]	08030 [BUSINESS OFFICE]			7.50	
<input type="checkbox"/>					
<input type="checkbox"/>					
Totals		0.00	0.00	7.50	0.00

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