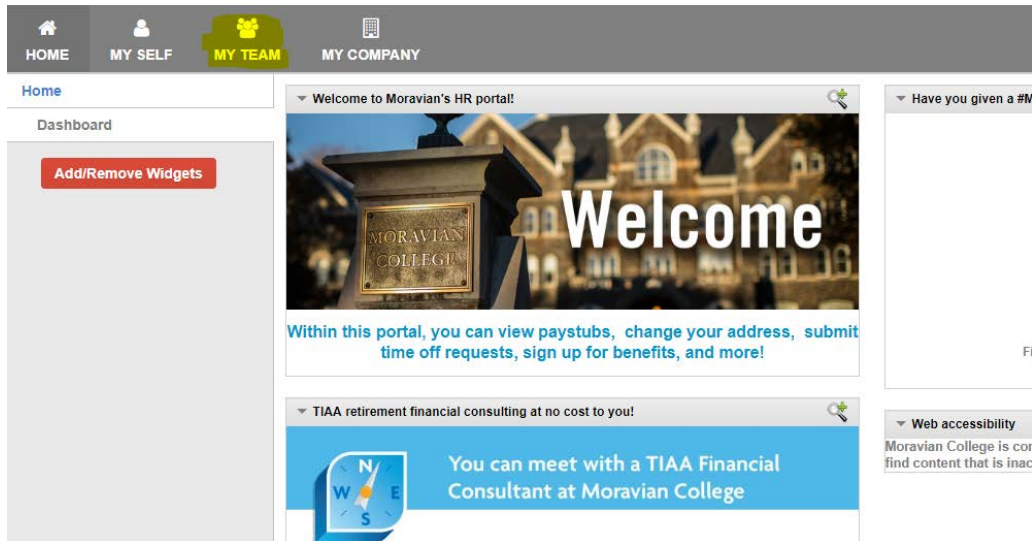


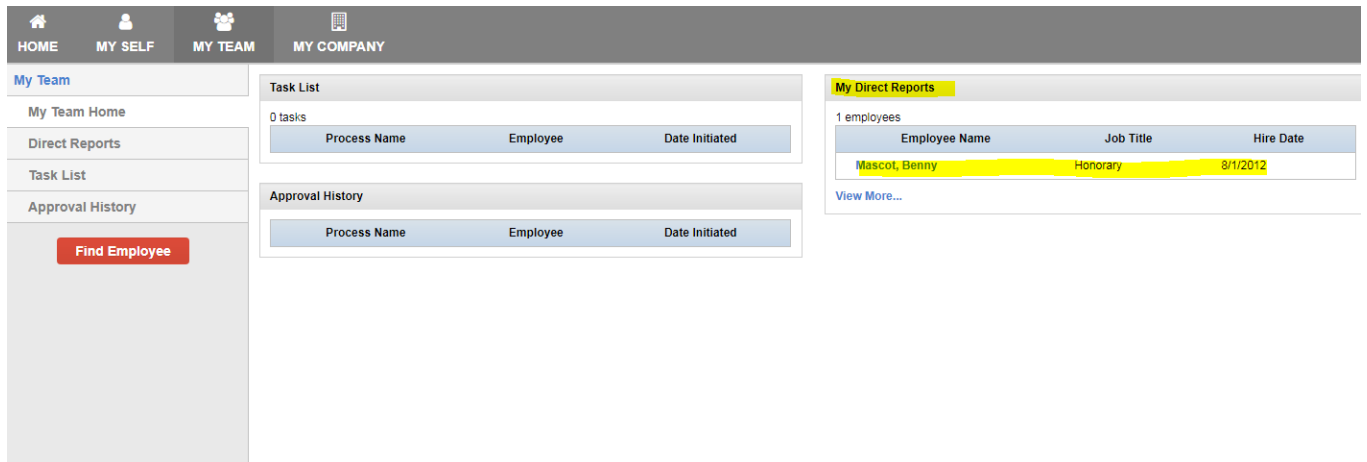
HOW TO CHANGE AN EMPLOYMENT STATUS

1. Click on “MY TEAM” tab



The screenshot shows the Moravian HR portal dashboard. The navigation bar at the top includes 'HOME', 'MY SELF', 'MY TEAM' (highlighted in green), and 'MY COMPANY'. Below the navigation bar, there is a 'Home' section with a 'Dashboard' and an 'Add/Remove Widgets' button. The main content area features a 'Welcome to Moravian's HR portal!' banner with a 'Welcome' message and a list of services: 'view paystubs, change your address, submit time off requests, sign up for benefits, and more!'. Below the banner is a 'TIAA retirement financial consulting at no cost to you!' section with a 'You can meet with a TIAA Financial Consultant at Moravian College' message. On the right side, there is a 'Have you given a #M' section and a 'Web accessibility' section with the text 'Moravian College is committed to finding content that is accessible to all users.'

2. Click on the employee you would like to change under the “My Direct Reports” tab

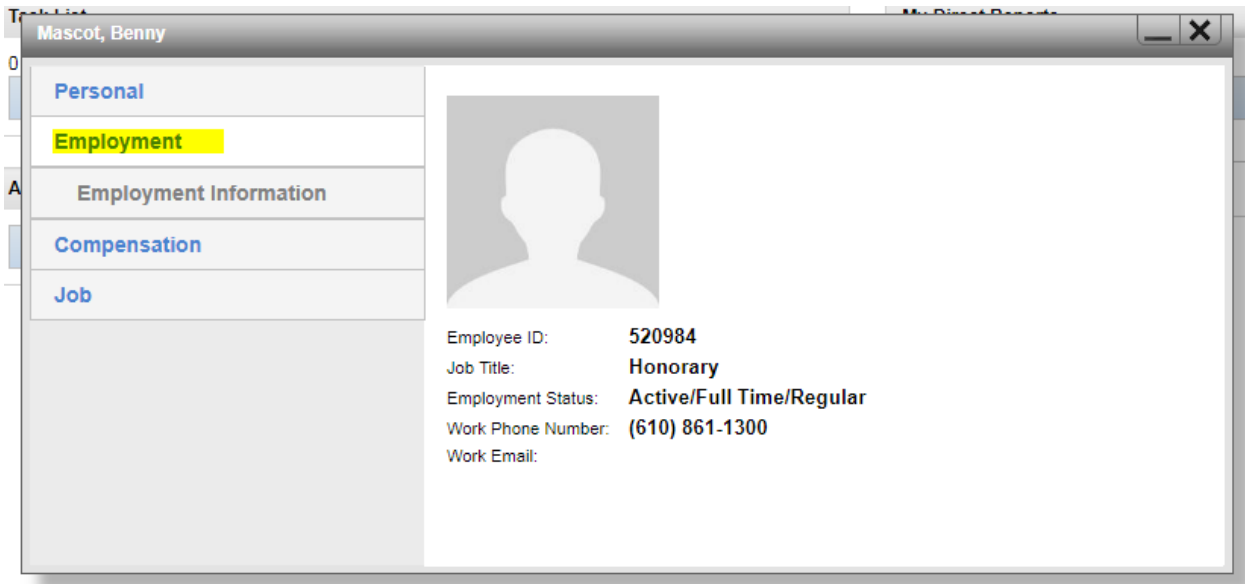


The screenshot shows the 'My Team' page in the Moravian HR portal. The navigation bar at the top includes 'HOME', 'MY SELF', 'MY TEAM' (highlighted in green), and 'MY COMPANY'. Below the navigation bar, there is a 'My Team' section with a 'Find Employee' button. The main content area is divided into three sections: 'Task List' (0 tasks), 'Approval History' (0 tasks), and 'My Direct Reports' (1 employee). The 'My Direct Reports' section contains a table with the following data:

Employee Name	Job Title	Hire Date
Mascot, Benny	Honorary	8/1/2012

Below the table is a 'View More...' link.

3. Click on "Employment" tab



Mascot, Benny


Personal

Employment

Employment Information

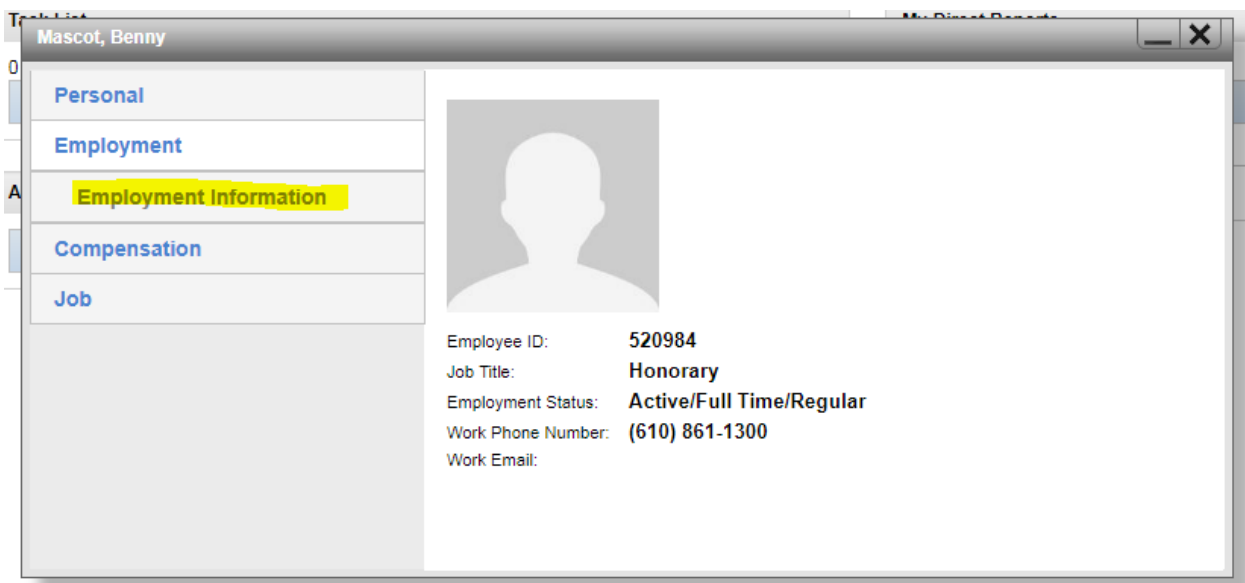
Compensation

Job



Employee ID: 520984
Job Title: Honorary
Employment Status: Active/Full Time/Regular
Work Phone Number: (610) 861-1300
Work Email:

4. Click on "Employment Information"



Mascot, Benny


Personal

Employment

Employment Information

Compensation

Job



Employee ID: 520984
Job Title: Honorary
Employment Status: Active/Full Time/Regular
Work Phone Number: (610) 861-1300
Work Email:

5. To add a new employment status click on “Add New”

Mascot, Benny - Employment Information

Employment Information

Start Date	Employment Status
8/1/2012	Active/Full Time/Regular

Hire Date: 8/1/2012

Benny has worked here for 5 Years 9 Months from 08/01/2012 to 05/31/2018

Last changed 5/30/2018 by George, Dior D.

Add New Initiate Termination Close



6. Change necessary information

Mascot, Benny - Employment Information

Employment Information

Start Date 01/01/2016

Employment Status Active/Part Time/Regular

Save New Employment Status Cancel

7. Click “Save New Employment Status”

Mascot, Benny - Employment Information

Employment Information

Start Date 01/01/2016

Employment Status Active/Part Time/Regular

Save New Employment Status Cancel





9. You will now see your pending status in orange

Mascot, Benny - Employment Information

Employment Information

pending changes in orange

Start Date	Employment Status
1/1/2016	Active/Part Time/Regular
8/1/2012	Active/Full Time/Regular

Hire Date: 8/1/2012

Benny has worked here for 5 Years 9 Months from 08/01/2012 to 05/31/2018

Last changed 5/30/2018 by George, Dior D.

[Add New](#) [Initiate Termination](#) [Close](#)

10. Refresh your “My Team” page and you will see your “Employment Status” change has been initiated. You can find your status of your pending employment change by clicking on the “Employment Status” under the “Approval History” on the “My Team” home screen. (All employment status changes need to be approved by the next supervisor and Human Resources)

HOME MY SELF MY TEAM MY COMPANY

My Team

- My Team Home
- Direct Reports
- Task List
- Approval History

[Find Employee](#)

Task List

0 tasks

Process Name	Employee	Date Initiated
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Approval History

Process Name	Employee	Date Initiated
Employment Status - Add	Mascot, Benny	5/31/2018

My Direct Reports

1 employees

Employee Name	Job Title	Hire Date
Mascot, Benny	Honorary	8/1/2012


[View More...](#)

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

11. You will then be able to see the status and who is the next person to approve the process. Once approved, the status will be changed to “Approved”

Employment Status - Add _ X


▼ **Task Summary**


Process:	Employment Status - Add	Status:	< Pending > 
Employee:	Mascot, Benny	Due Date:	6/4/2018
Initiator:	Mascot, Mo	Initiated on:	5/31/2018

▼ **Details**

Field Changed	Old Value	New Value
Start Date	8/1/2012	1/1/2016
Employment Status	Active/Full Time/Regular	Active/Part Time/Regular

▼ **History**

 Auto-approved (as initiator of task)
 (as Supervisor) - 2 minutes ago

 **Meixell, Hope E. (as Next Supervisor)** - no action taken yet