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)

Company
Moravian University
Moravian Oniversity
User ID
mascotm
Forgot user ID?
Password
••••••••••••••••••••••••••••••••••••••
Forgot password?
Login First time user? Sign up here.
De all'alle a la sie constante en Dalaces Dalles and Tampa of Har

3. Click on "Login"

ascentis
Company
Moravian University
User ID
mascotm
Forgot user ID?
Password
1 •••••••• ••
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.

4. Click "Timekeeper"



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

≡ 🗛 ascentis" 🔒 ★	Fri Jun 10, 2022 10:13:44 AM ASCOT, BENNY (520984)
Clock Fri, June 10, 2022, Eastern Time	Timesheet >
10:13:44	Pay Period: Current Pay Period
© Punch	Exception:
Last Clock In:	Date Pay Code In Out Reg OT-1 - OT-2
Last Clock Out:	
Pay Code In Out Reg OT-1 - OT-2	
	Summary: Reg OT
	Jun 4, 2022 - Jun 17, 2022 0.00 0.00

6. Click on "Preferences" and click on "Delegation"

Attendance	Assist Panel	• •	Student/Salaried EEs 💠 Cu	arrent Pay Period \$	
Scheduler			05/28/2022 (Sat) - 06/10/2	2022 (Fri) 🕨 葦 Setting:	s
Employees	Excep	tions	Time-off Request Status	Timesheet	Status
) Reports	0 0 0 M A E	0 0 0 T L 0	0 0 0 Pen Appr Decli	1 0 UNOPEN OPEN	0 0 SUBMIT Approved
Preferences					
SC-MORAVIAN UNIVERSITY	Timeoff Re 🔉	Pendi 🛊	+ Exce	eption Summary 💙	-
(ASC17118)			Count: 0		
			Contraction of the second		
	Message	Private Message	+ Publ	ic Message	
			Count: 3		Count:
	Timeoff Request Appr	roval 🔰	+		
			Count: 0		
			The state of the s		A CASE

7. Select employee you would like to delegate to from dropdown. Select the days you would like to delegate your team. Select what access you would like to give them.

Ξ	Aa	scentis	r 🔺 📩	♥Delegation ★ ©Tim	nesheets	Mon HE	Jun 13, 2022 09:19 NRIETTA BENIGNA (52	0986)	ن 🛛 🙎 🕽 🕽
Dele	gation								
H 5	ave 🔊 Un	ob							
•		Delegation	From	То	Web Access	Pay code	Туре	Notified	EMP Filter
•	AMOS	COMENIUS	06/21/2022	06/23/2022	Supervisor D 💲				
	23								
	23								
	83								
	23								
	23								
	23								
	23								
	23								
	23								
	23								
	83								
	23								
	23								
	23								
Add	Record								

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

Ξ	4	ascentis	r 🔒 ★ 1	♥Delegation ¥ OTime	sheets	Mon HE	Jun 13, 2022 09:21:1 ENRIETTA BENIGNA (5209	1 AM 86)	9. 🙎 e 🙂
Dele	gatio	n							
	Save	S Undo							
•		Delegation	From	То	Web Access	Pay code	Туре	Notified	EMP Filter
•	83	AMOS COMENIUS	06/21/2022	06/23/2022	Supervisor Delega	0[WKHR]	Manual		
	23								
	23								
	23								
	23								
	23								
	23								
	83								
	23								
	23								
	23								
	23								
	23								
	23								
	23								
Add	Record	1							

9. Click on "Employee Filter"

= 🗚	ascentis	♠ ★ ♥De	elegation 🗙 💇 Tim	nesheets	•	Mon Jun 13, 202 HENRIETTA BEN	12 09:24:17 AM (IIGNA (520986)) 🎗 🛛	ሮ
do									
Delegation	From	То	Web Access	Pay code	Туре	Notified	EMP Filter	GRP Filter	M
COMENIUS	06/21/2022	06/23/2022	Supervisor Delega	0[WKHR]	Manual		Employee Filter	Group Filter	

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)

≡ 🗛 a	Scentis 🔝 🛧 🖈 Oblegation 🗙 Otimesheets 🗸 Mon Jun 13, 2022 09:30:29 AM HENRIETTA BENIGNA (\$20086)	🕘 🙎 🖯 🕑
do	Employee Filter Setup	×
Delegation	✓ 520986	GRP Filter M
COMENIUS 0	Full Name: HENRIETTA BENIGNA Web Access: Supervisor Access Phone Number: Assigned Employees Transfer Group Approval	Group Filter
	Employees who work in 520986 designated groups	
	The Transfer Group Approval (TGA) feature allows a system user to view, modify, and approve timesheet records only in their area of coverage (AOC) based on the group records selected below. The Attendance>Summary page will display AOC hours for assigned and TGA employees in blue, and hours for assigned employee that are outside their AOC in red. The Attendance>Timesheet page will always list all direct employees, and it will list TGA employees who works their AOC; but for all displayed employees on the are not their AOC will be visible for delts and approval.	y
(Approval Group Filter for following Group Items Pitter: Wust match all selected values Any moth any	
	Selected values Available Items: Selected Items:	
	520986 [Henrietta Benigna] (7)	

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

U								
= 🗛 a	scentis	A * G	Delegation 🗙 OTi	mesheets	Mon Jun 13, 2022 09:33:20 AM HENRIETTA BENIGNA (520986)	8	. 🙎	0 0
	Employee Filter Setup					×		
do	-					- I		
Delegation	2 520986						GRP Filter	
COMENIUS 0	Full Name: HENF	RIETTA BENIGNA	• Web Access: S	upervisor Access	Phone Number:		Group Filter	r
	Assigned Employees	3 Transfer Group Ap	proval					
			Employees who wor	k in 520986 designated	groups			
	on the group records The Attendance>Sum AOC in red. The Attendance>Time the records that are in	selected below. Imary page will display Ad ssheet page will always lit their AOC will be visible	OC hours for assigned and st all direct employees, and for edits and approval.	I TGA employees in blue, a d it will list TGA employees	and hours for assigned employee that are outside their s who works their AOC; but for all displayed employees on	ly:		
	Approval Group Filter: Must match all	✓ Use Approval Group *Note: If the Approval Gr	p Filter for following Group oup-Level Filter is used then	items the Preference page option, Period Selection List)	'Only show punches that belong to' will be disabled.			
	 May match any selected values 	Supervisor	Available Items:		Selected Items:			
				5200)))) (((986 [Henrietta Benigna] (7)			



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