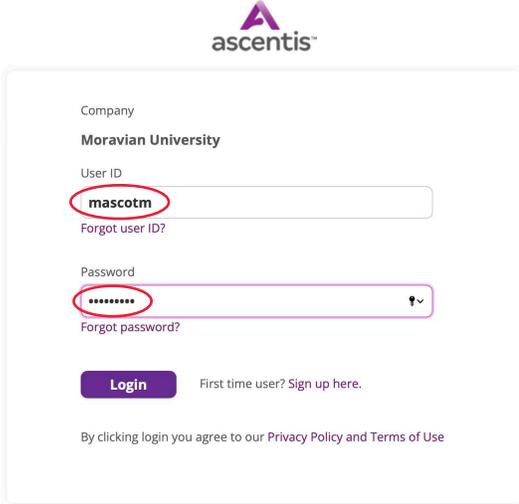


# MORAVIAN UNIVERSITY

## HOW TO SEE STUDENT WORKERS IN TIMESHEETS

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)



ascendis™

Company  
**Moravian University**

User ID  
  
Forgot user ID?

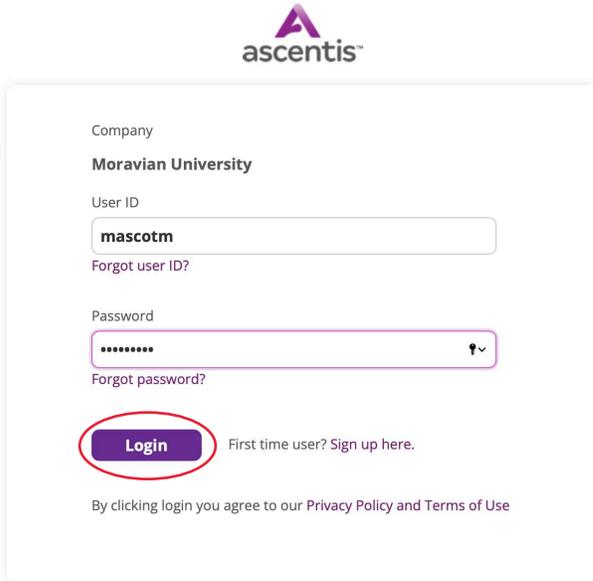
Password  
  
Forgot password?

**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.

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.

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

# MORAVIAN UNIVERSITY

## 4. Click "Timekeeper"

The screenshot shows the Moravian University portal interface. At the top left, the logo reads "MORAVIAN UNIVERSITY". Below it, a navigation bar contains links for "Home", "My Self", "My Team", "Timekeeper", "My Company", and "Reporting". The "Timekeeper" link is circled in red. On the right side of the page, there is a user profile icon and a notification bell icon. The main content area is divided into two columns. The left column features a "Professional Development" section with a blue header "Development and Training" and a starburst graphic. Below this, it says "Professional Development at Moravian University" and lists various opportunities for Faculty, Staff, and Students. The right column contains an "Educational Benefits Policy & Form" section, including a "Tuition Remission Approval Form" link and a note that the form requires AMOS log in. At the bottom of the page, there is a "Privacy Policy and Terms of Use" link and a "Powered by Ascentis" logo.

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

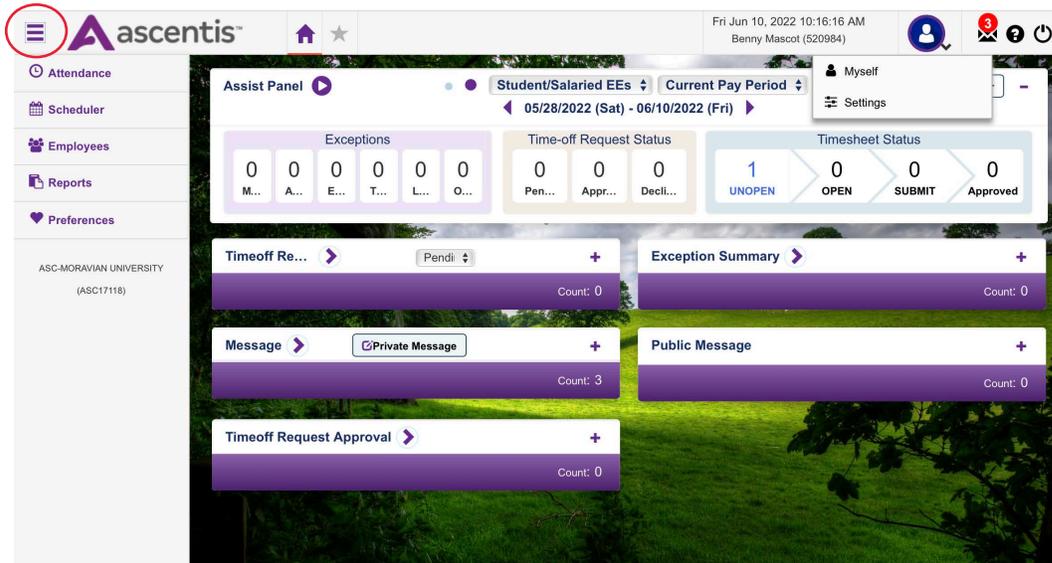
The screenshot shows the Ascentis portal interface. At the top left, the Ascentis logo is visible. The top right corner displays the date and time: "Fri Jun 10, 2022 10:13:44 AM" and the user name: "MASCOT, BENNY (520984)". A user profile icon is located in the top right corner, with a dropdown menu open below it. The menu items are "My Team", "Profile", and "Settings". The "My Team" item is circled in red. The main content area is divided into two panels. The left panel is titled "Clock" and shows the current time as "10:13:44 AM" on "Fri, June 10, 2022, Eastern Time". It includes a "Punch" button and sections for "Last Clock In" and "Last Clock Out". The right panel is titled "Timesheet" and shows a "Pay Period" dropdown set to "Current Pay Period". Below this, there is a table for "Exception:" with columns for "Date", "Pay Code", "In", "Out", "Reg", and "OT-1 - OT-2". At the bottom of the Timesheet panel, there is a "Summary:" section with a table showing "Reg" and "OT" values for the period "Jun 4, 2022 - Jun 17, 2022".

Summary:		Reg	OT
Jun 4, 2022 - Jun 17, 2022		0.00	0.00

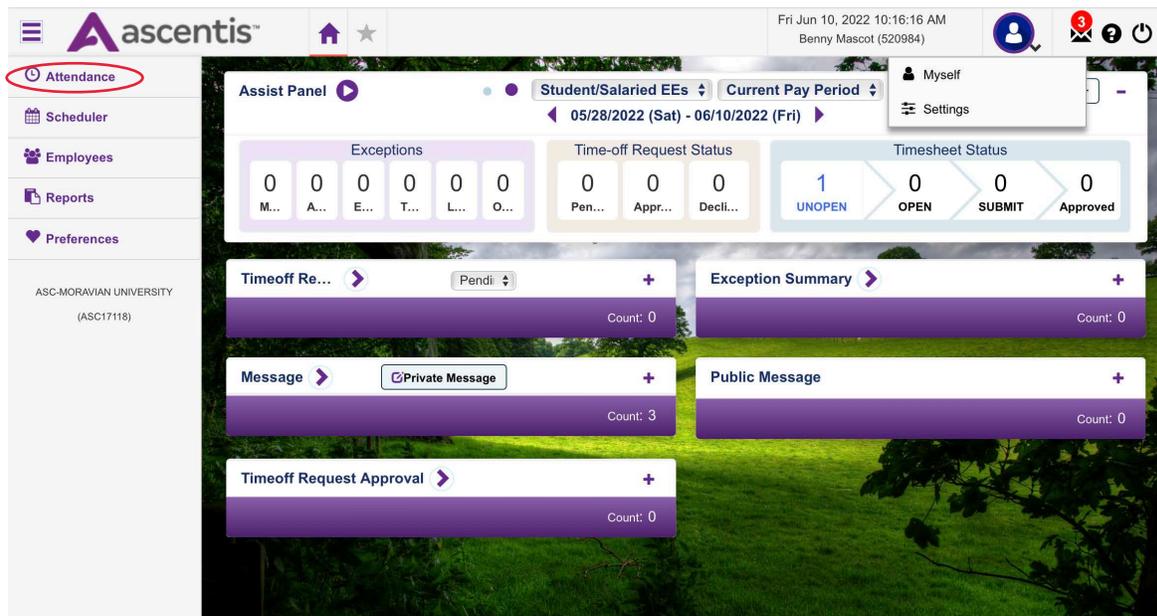
Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

# MORAVIAN UNIVERSITY

## 6. Click on the Hamburger icon located in the top left hand corner



## 7. Click on "Attendance" then "Timesheets"



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

# MORAVIAN UNIVERSITY

8. Change the "Pay Period" to the correct date by clicking on the drop down menu.

The screenshot shows the Ascentis HR system interface. At the top, there is a navigation bar with the Ascentis logo, a home icon, a star icon, and a 'Summary' tab. The user's name 'Benny Mascot (520984)' and the date 'Fri Jun 10, 2022 10:19:26 AM' are displayed. Below the navigation bar, the 'Summary' page is shown. The 'Pay Period' dropdown menu is highlighted with a red circle and contains the text 'Student/Salaried EEs'. The 'Date Selection' shows the current pay period as '05/28/2022 (Sat) - 06/10/2022 (Fri)'. The interface includes navigation tabs, filters, and a table header for timesheet data.

ID	Name	Sch.Hr	Reg.Hr	OT-1	OT-2	Apprv Grp	REGH	OT-1	OT-2	Timesheet Status
1										

9. You will now be able to toggle back and forth between pay periods to see employees or student workers