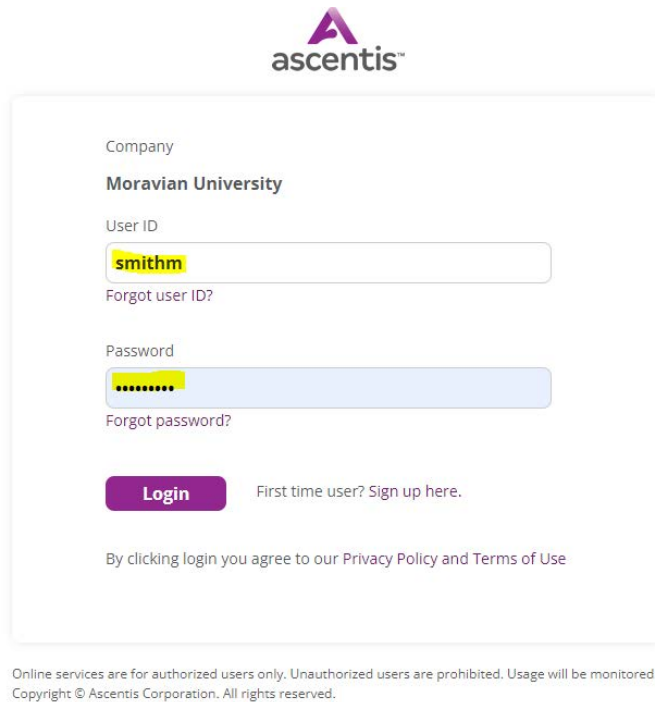


# MORAVIAN UNIVERSITY

## 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. The "User ID" field contains the text "smithm". Below the User ID field is a link for "Forgot user ID?". The "Password" field is masked with dots. Below the Password field is a link for "Forgot password?". A purple "Login" button is present, with a link for "First time user? Sign up here." below it. At the bottom of the form, there is a disclaimer: "By clicking login you agree to our Privacy Policy and Terms of Use".

Company  
Moravian University

User ID  
smithm  
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.

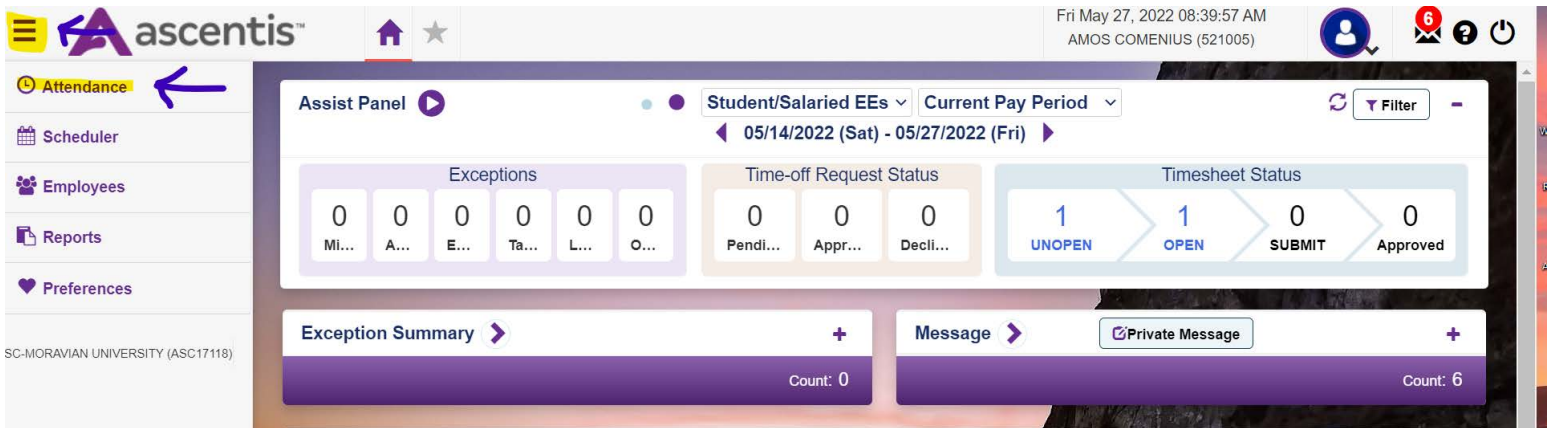
3. Click on "Login"

Should you require assistance using these instructions or the HRportal 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.  
Then Click "Attendance"



7. Verify you are looking at the correct pay period and then click on the employee you would like to view.

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

# MORAVIAN UNIVERSITY

8. Review punches and correct any missed punches by clicking on the time and editing. You can see the total number of hours worked under "Totals" at the bottom.

Once verified, click "Approve" in the top right corner to approve the timesheet.

Pay Period: Hourly Staff | Current Pay Period | 05/21/2022 (Sat) - 06/03/2022 (Fri) | Status: OPEN | **Approve** | Approval Groups: (Supervis

**Timesheet** COACH, TEST - 521090

Save | Delete | Undo | Recalculate | Insert / Repost | Hourly | More Functions

	Audit	Note	Date	Pay Code	In	In Exp	Out	Out Exp	Reg	OT-1	OT-2	Daily Hours
<input type="checkbox"/>			Mon 05/23/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Tue 05/24/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Wed 05/25/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Thu 05/26/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Fri 05/27/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Mon 05/30/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Tue 05/31/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Wed 06/01/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Thu 06/02/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Fri 06/03/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												

**Timesheet Summary**

Group By: Pay Code + Supervisor + Pay Rate

Pay Code - Supervisor	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay Rate	Reg Pay	OT-1 Pay	OT-2 Pay	Premium P
0 [WORK HOURS] - 521005 [Amos Comenius]	80.00	0.00	0.00	80.00	\$0.0000	\$0.0000	***	***	***	***	**
<b>Totals</b>	<b>80.00</b>	0.00	0.00	80.00	\$0.0000	\$0.0000	***	***	***	***	**

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