

MORAVIAN UNIVERSITY

HOW TO CHANGE A TIMESHEET STATUS

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)

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Company
Moravian University

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

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3. Click on “Login”

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Company
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User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

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

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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"

The screenshot displays the Timekeeper Employee self-service portal. The main content area is divided into two columns. The left column features a large digital clock showing 02:04:19 PM on Wednesday, June 6, 2018, Eastern Time. Below the clock are sections for 'Last Clock In' and 'Last Clock Out', and a table for clocking in/out. The right column contains a 'Leave Management' section with a table of pay codes and accrued/used time. A user profile dropdown menu is open in the top right corner, showing options for 'My Team', 'Profile', and 'Settings'. The 'My Team' option is highlighted with a yellow box.

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Date	Pay Code	Days	Status
-	-	-	-
-	-	-	-

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6. Hover over "Attendance" and then click "Summary"

The screenshot shows the Timekeeper Administrator interface. The left sidebar has 'Attendance' selected. The main area displays the 'Assist Panel' with various statistics: Mis... 0, Ab... 0, Ear... 0, Tardy 2, Lon... 1, Ove... 0. Below this is a 'Message' section with a 'Private Message' button. To the right, there's an 'Exception Summary' and 'Timeoff Request Approval' section. At the bottom, a calendar for June 2018 is shown, with the 19th highlighted.

7. Click on the timesheet status drop down and change.

The screenshot shows the Timekeeper Administrator interface. The left sidebar has 'Attendance' selected. The main area displays the 'Assist Panel' with various statistics: Mis... 0, Ab... 0, Ear... 0, Tardy 2, Lon... 1, Ove... 0. Below this is a 'Message' section with a 'Private Message' button. To the right, there's an 'Exception Summary' and 'Timeoff Request Approval' section. At the bottom, a calendar for June 2018 is shown, with the 19th highlighted.

8. Click "Save"

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