

MORAVIAN UNIVERSITY

HOW TO CHANGE AN EMPLOYEE'S CAMPUS LOCATION

1. Click on "MY TEAM" tab

The screenshot shows the Moravian University HR portal home page. At the top, there is a navigation bar with the Moravian University logo on the left and an "Inbox" button on the right. Below the logo is a menu with "Home", "My Self", "My Team", "Timekeeper", "My Company", and "Reporting". 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 is a sub-section titled "Professional Development at Moravian University" with a paragraph of text and a list of on-demand opportunities for Faculty, Staff, and Students. The right column has an "Educational Benefits Policy & Form" section, including a "Tuition Remission Approval Form" link and a note that the policy is currently in review. At the bottom of the page, there are links for "Privacy Policy and Terms of Use" and "Powered by Ascentis".

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 University HR portal. The navigation bar is similar to the previous page, but the "My Team" tab is highlighted. On the left side, there is a "My Team Home" section with an "Employee" sub-section and a "Find" button. The main content area is titled "My Direct Reports (2)" and includes a "View" dropdown menu and a "Search by" dropdown menu. Below this, there are two employee cards. The first card is for "Comenius, John", a "Test Employee" who is "Active/Full Time/Regular" since 5/4/2000, with a phone number of (610) 861-1300 and an email address of dgeorge44@gmail.com. The second card is for "Zinzendorf, Count v.", also a "Test Employee" who is "Active/Part Time/Regular" since 1/1/2011, with a phone number of (610) 861-1300 and an email address of hr@moravian.edu. At the bottom of the page, there are links for "Privacy Policy and Terms of Use" and "Powered by Ascentis".

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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3. Click on "Personal" tab

4. Click on "Campus Location"

Mascot, Benny


Personal

- Contact Information
- Emergency Contact Information
- Campus Location**

Employment

Compensation

Job

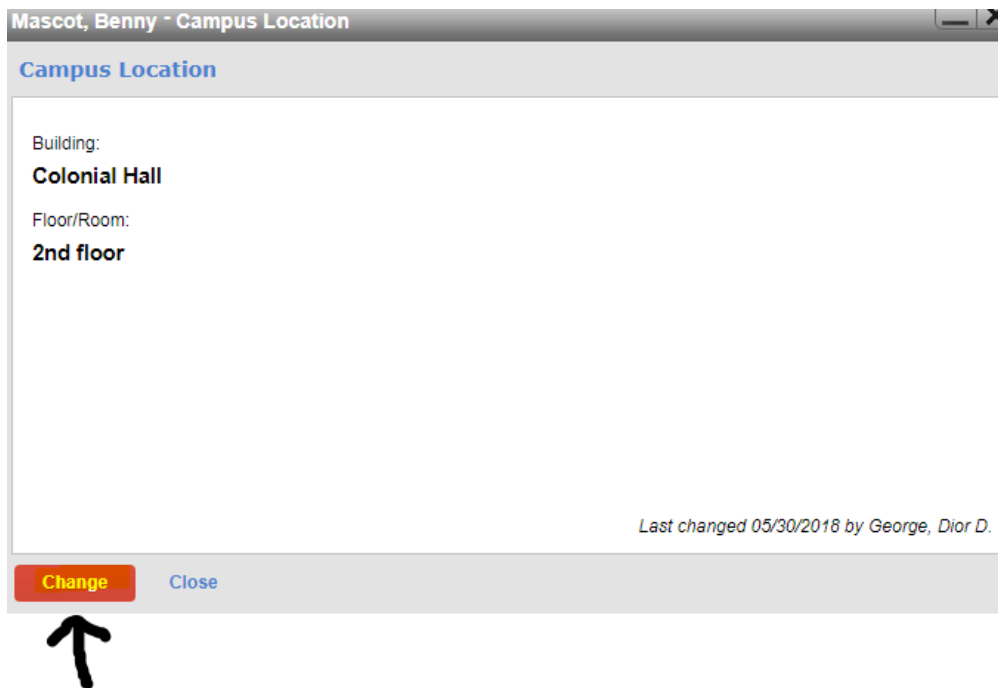


Employee ID: 520984
Job Title: Honorary
Employment Status: Active/Full Time/Regular
Work Phone Number: (610) 861-1300
Work Email:

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5. Click "Change"



Mascot, Benny - Campus Location

Campus Location

Building:
Colonial Hall

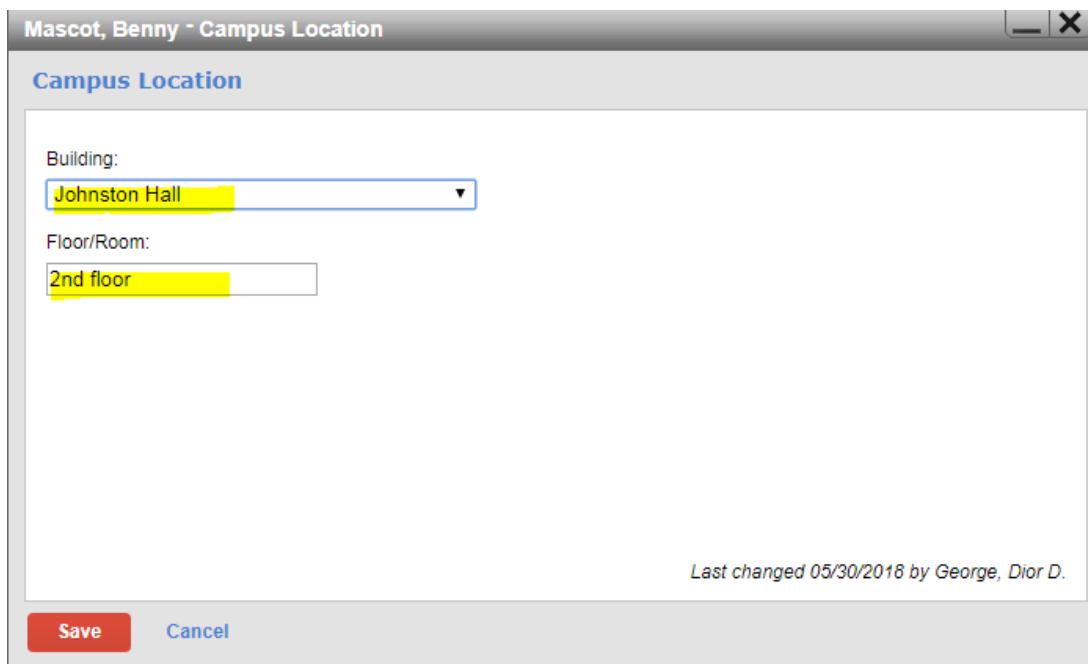
Floor/Room:
2nd floor

Last changed 05/30/2018 by George, Dior D.

Change Close

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6. Change necessary information



Mascot, Benny - Campus Location

Campus Location

Building:
Johnston Hall

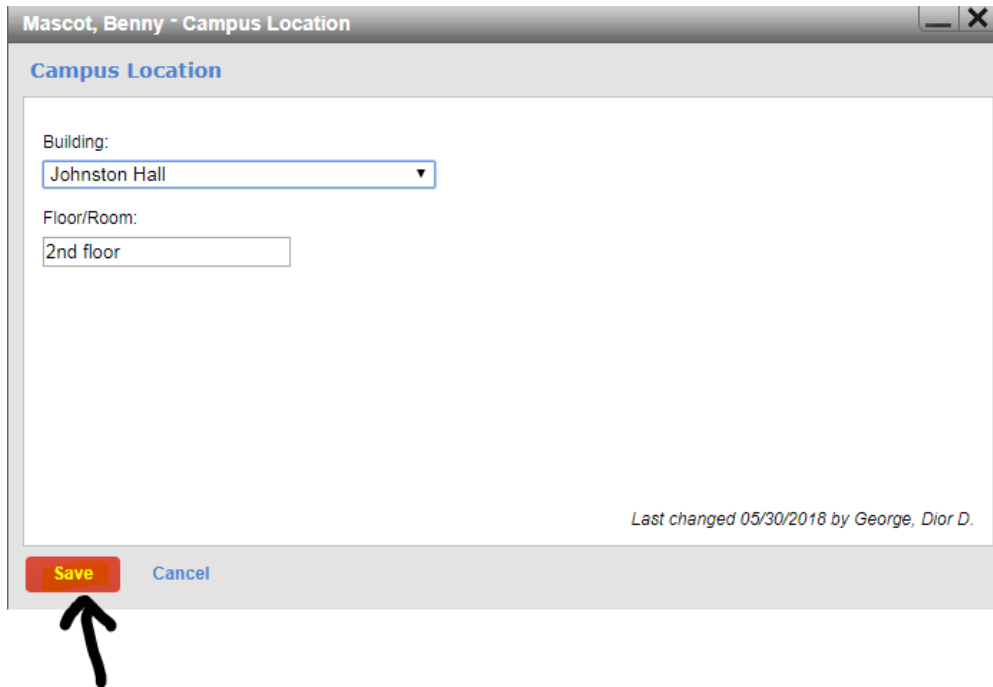
Floor/Room:
2nd floor

Last changed 05/30/2018 by George, Dior D.

Save Cancel

MORAVIAN UNIVERSITY

7. Click "Save"



Mascot, Benny - Campus Location

Campus Location

Building:
Johnston Hall

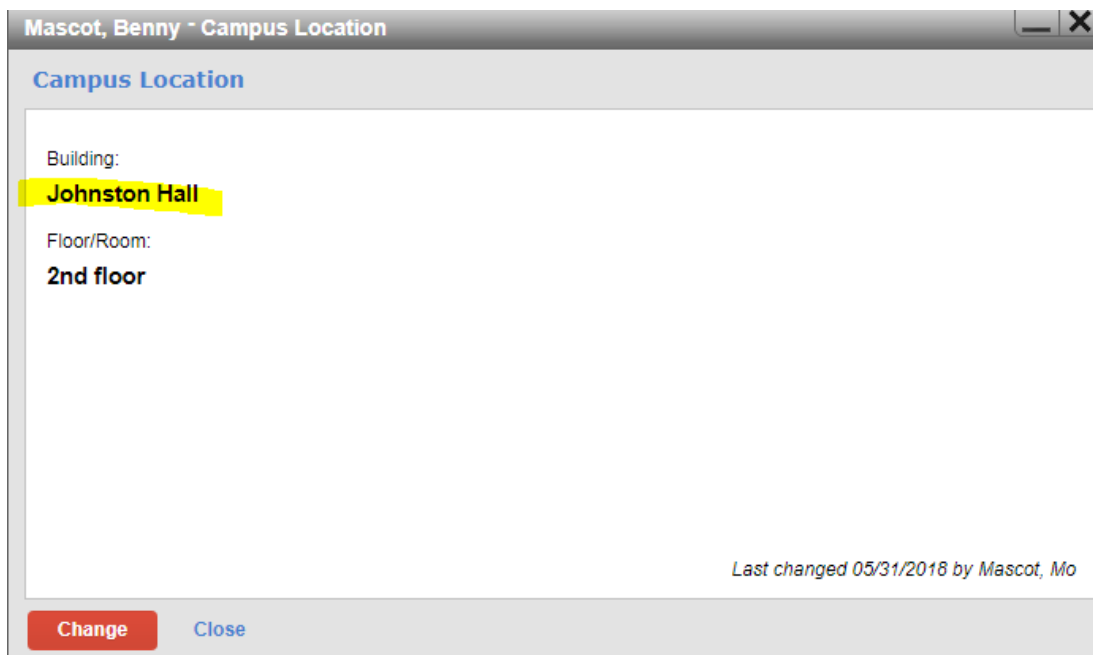
Floor/Room:
2nd floor

Last changed 05/30/2018 by George, Dior D.

Save Cancel

A black arrow points to the red 'Save' button.

8. The Campus Location has now been updated



Mascot, Benny - Campus Location

Campus Location

Building:
Johnston Hall

Floor/Room:
2nd floor

Last changed 05/31/2018 by Mascot, Mo

Change Close

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