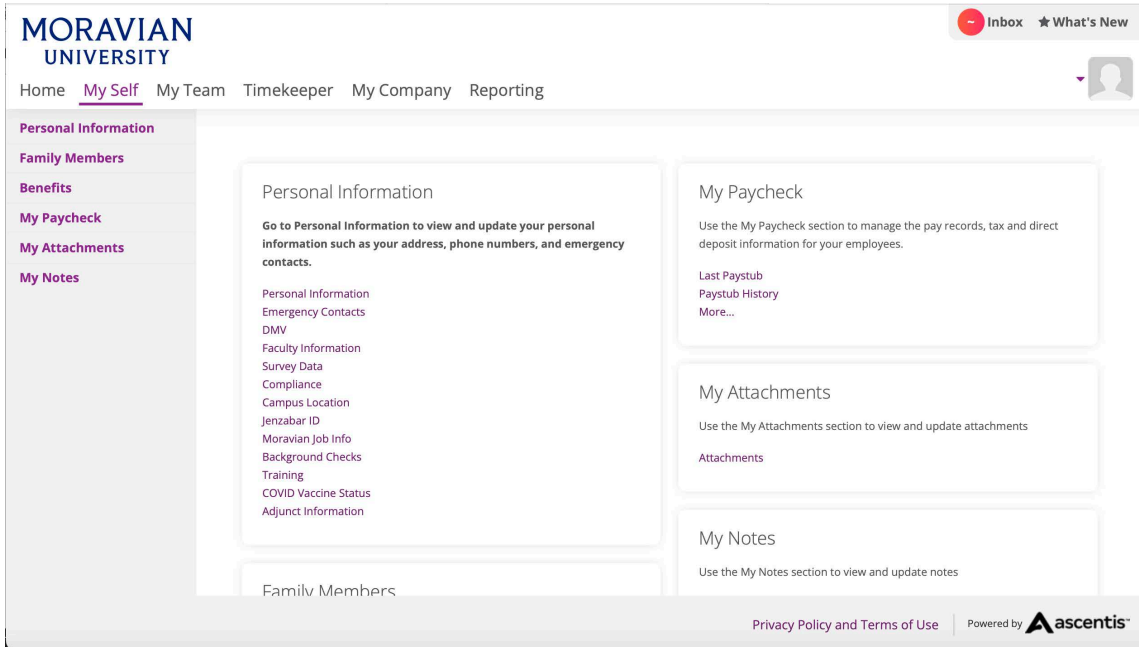


MORAVIAN UNIVERSITY

HOW TO CHANGE PERSONAL INFORMATION

1. Click on “MY SELF” tab



The screenshot displays the Moravian University HR portal interface. At the top left, the Moravian University logo is visible. To the right, there are links for 'Inbox' and 'What's New'. Below the logo, a navigation bar includes 'Home', 'My Self' (which is underlined and highlighted), 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. A user profile icon is located on the far right of the navigation bar. The main content area is divided into several sections. On the left, a sidebar menu lists various options: 'Personal Information', 'Family Members', 'Benefits', 'My Paycheck', 'My Attachments', and 'My Notes'. The 'Personal Information' section is currently selected and expanded, showing a list of sub-options: 'Personal Information', 'Emergency Contacts', 'DMV', 'Faculty Information', 'Survey Data', 'Compliance', 'Campus Location', 'Jenzabar ID', 'Moravian Job Info', 'Background Checks', 'Training', 'COVID Vaccine Status', and 'Adjunct Information'. To the right of this sidebar, there are three main content boxes. The top box is titled 'Personal Information' and contains the text: 'Go to Personal Information to view and update your personal information such as your address, phone numbers, and emergency contacts.' Below this text is the list of sub-options. The middle box is titled 'My Paycheck' and contains the text: 'Use the My Paycheck section to manage the pay records, tax and direct deposit information for your employees.' Below this text are links for 'Last Paystub', 'Paystub History', and 'More...'. The bottom box is titled 'My Attachments' and contains the text: 'Use the My Attachments section to view and update attachments.' Below this text is a link for 'Attachments'. At the bottom of the page, there are links for 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

2. Click on “Personal Information”

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


MORAVIAN UNIVERSITY

3. Click on “Personal Information” under the personal information tab

| HOME | MY SELF | MY COMPANY |
|-----------------------------|---------------------|------------------|
| Personal Information | First Name | Mo |
| Personal Information | Middle Name | |
| Emergency Contacts | Last Name | Mascot |
| Faculty Information | Nickname | |
| Campus Location | Previous Name | |
| Family Members | Street (Line 1) | 1200 Main Street |
| Benefits | Street (Line 2) | |
| My Paycheck | City | Bethlehem |
| My Attachments | State/Province | PA |
| | Zip/Postal Code | 18018 |
| | Home Phone | (610) 861-1300 |
| | Work Phone | (610) 861-1340 |
| | Other Email Address | |
| | Change | |

4. Click on “Change”

| HOME | MY SELF | MY COMPANY |
|-----------------------------|---------------------|------------------|
| Personal Information | First Name | Mo |
| Personal Information | Middle Name | |
| Emergency Contacts | Last Name | Mascot |
| Faculty Information | Nickname | |
| Campus Location | Previous Name | |
| Family Members | Street (Line 1) | 1200 Main Street |
| Benefits | Street (Line 2) | |
| My Paycheck | City | Bethlehem |
| My Attachments | State/Province | PA |
| | Zip/Postal Code | 18018 |
| | Home Phone | (610) 861-1300 |
| | Work Phone | (610) 861-1340 |
| | Other Email Address | |
| | Change | |



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MORAVIAN UNIVERSITY

5. Here you can edit all of your personal information

HOME MY SELF MY COMPANY

Personal Information

Personal Information

Emergency Contacts

Faculty Information

Campus Location

Family Members

Benefits

My Paycheck

My Attachments

Shown below is your personal information on file. Please enter any missing information and verify existing information.

*First Name Mo

Middle Name

*Last Name Mascot

Nickname

Previous Name

Street (Line 1) 1200 Main Street

Street (Line 2)

City Bethlehem

State/Province PA

Zip/Postal Code 18018

Home Phone (610) 861-1300

Work Phone (610) 861-1340

Other Email Address

Add'l E-Mail

Add'l E-Mail

Add'l E-Mail

Please enter all fields having a red label and *

Save Cancel

6. Click "Save" when you have edited your information

HOME MY SELF MY COMPANY

Personal Information

Personal Information

Emergency Contacts

Faculty Information

Campus Location

Family Members

Benefits

My Paycheck

My Attachments

Shown below is your personal information on file. Please enter any missing information and verify existing information.

*First Name Mo

Middle Name

*Last Name Mascot

Nickname

Previous Name

Street (Line 1) 1200 Main Street

Street (Line 2) Dorm Circle

City Bethlehem

State/Province PA

Zip/Postal Code 18018

Home Phone (610) 861-1300

Work Phone (610) 861-1340

Other Email Address

Add'l E-Mail

Add'l E-Mail

Add'l E-Mail

Please enter all fields having a red label and *

Save Cancel

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

MORAVIAN UNIVERSITY

7. **Your changes will be submitted to Human Resources and/ or Payroll for approval.** *(Documentation may be required to make a change, such as social security card to change name, a new W-4 to change the address, etc. HR and/ or Payroll representatives will follow up with you where necessary.)*

8. **Once approved, your newly inputted information will appear.**

| HOME | MY SELF | MY COMPANY |
|-----------------------------|---------------------|------------------|
| Personal Information | First Name | Mo |
| Personal Information | Middle Name | |
| Emergency Contacts | Last Name | Mascot |
| Faculty Information | Nickname | |
| Campus Location | Previous Name | |
| Family Members | Street (Line 1) | 1200 Main Street |
| Benefits | Street (Line 2) | Dorm Circle |
| My Paycheck | City | Bethlehem |
| My Attachments | State/Province | PA |
| | Zip/Postal Code | 18018 |
| | Home Phone | (610) 861-1300 |
| | Work Phone | (610) 861-1340 |
| | Other Email Address | |
| | Change | |

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