

MORAVIAN UNIVERSITY

HOW TO DELEGATE YOUR TEAM TO ANOTHER USER

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)

Ascentis
Self-Service Login

Company
Moravian College

User ID
mascotm
[Forgot user ID?](#)

Password
.....
[Forgot password?](#)

Login

First time user? [Sign up here.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
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3. Click on “Login”

Ascentis
Self-Service Login

Company
Moravian College

User ID
mascotm
[Forgot user ID?](#)

Password
.....
[Forgot password?](#)

Login

First time user? [Sign up here.](#)

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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.

MORAVIAN UNIVERSITY

4. Click "Timekeeper"

HOME MY SELF **TIMEKEEPER** MY COMPANY

Home

Dashboard

Add/Remove Widgets

Welcome to Moravian's HR portal!

Have you given a #MOPAW lately?

Within this portal, you can change your address and name, change your withholdings on your taxes, update direct deposit information, and more!

COMING SOON - You will soon be able to submit timesheets, time off requests, edit your benefit information, and view your paystubs from the new Employee Self-Service!

TIAA retirement financial consulting at no cost to you!

You can meet with a TIAA Financial Consultant at Moravian College

ESS User Guides

Need help?

Read through these helpful guides!

Web accessibility

Moravian College is committed to making its website accessible to all users. Should you find content that is inaccessible, please contact support@ascents.com.

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

Timekeeper Employee

Wed Jun 6, 2018 02:04:19 PM

BENIGNA, HENRIETTA (520986)

02 : 04 : 19 PM

Last Clock In --:--

Last Clock Out --:--

Message Private Message

1 / 1

Leave Management

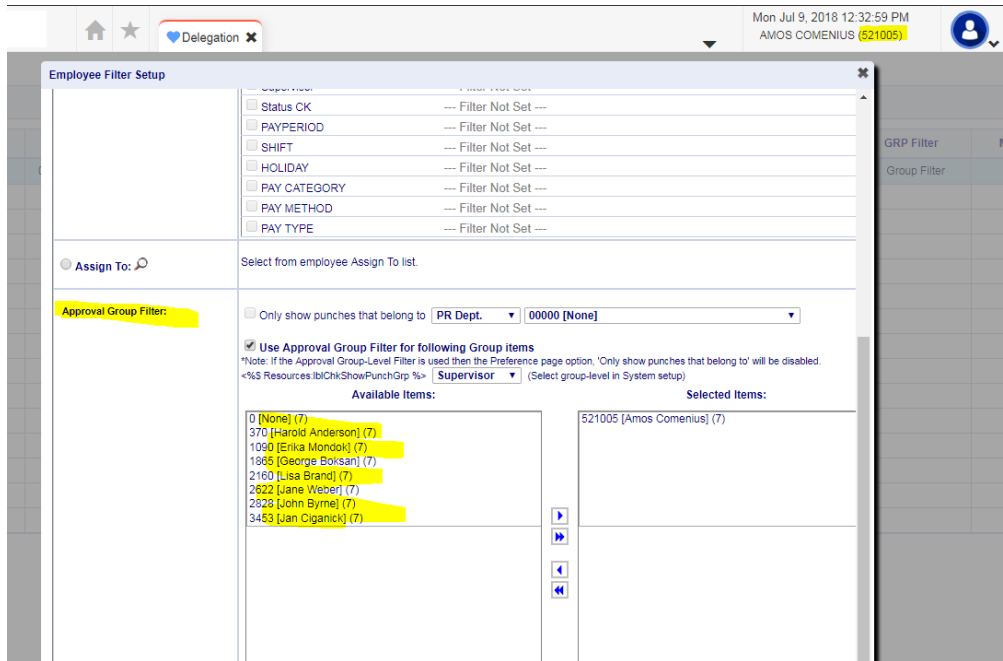
Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Request Status :

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

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10. Go to “Approval Group Filter” and type your employee number into the left side Supervisor list to find yourself. (Your employee number is located on the top right hand corner next to your silhouette icon)



Employee Filter Setup

Mon Jul 9, 2018 12:32:59 PM
AMOS COMENIUS (521005)

Delegation

Supervisor: Filter Not Set

Status CK --- Filter Not Set ---
PAYPERIOD --- Filter Not Set ---
SHIFT --- Filter Not Set ---
HOLIDAY --- Filter Not Set ---
PAY CATEGORY --- Filter Not Set ---
PAY METHOD --- Filter Not Set ---
PAY TYPE --- Filter Not Set ---

Assign To: Select from employee Assign To list.

Approval Group Filter:

Only show punches that belong to PR Dept. 00000 [None]

Use Approval Group Filter for following Group items
*Note: If the Approval Group-Level Filter is used then the Preference page option, 'Only show punches that belong to' will be disabled.
<%\$ Resources|ib|Chk|ShowPunchGrp %> Supervisor (Select group-level in System setup)

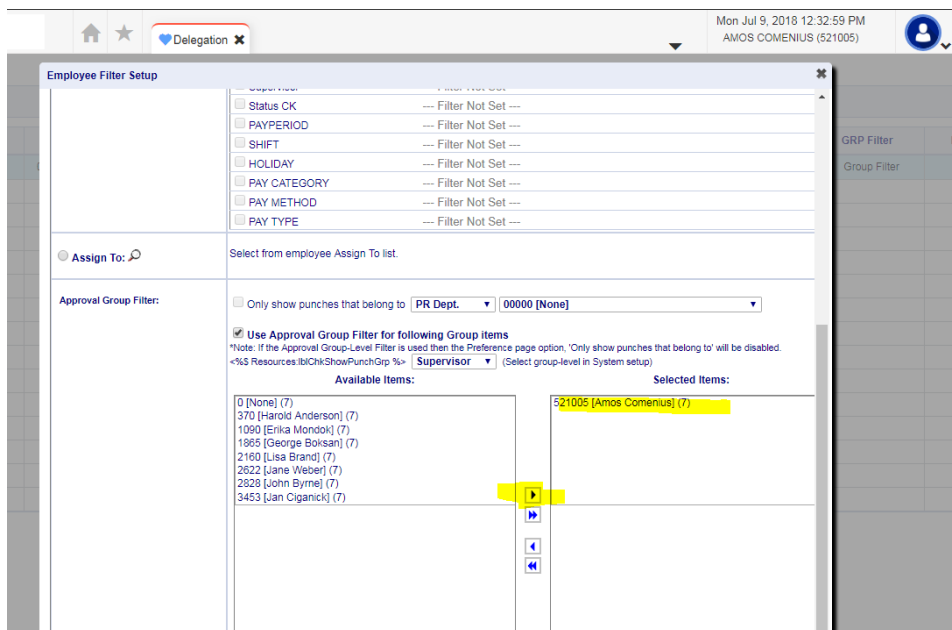
Available Items:

- 0 [None] (7)
- 370 [Harold Anderson] (7)
- 1090 [Erika Mondok] (7)
- 1865 [George Boksan] (7)
- 2160 [Lisa Brand] (7)
- 2622 [Jane Weber] (7)
- 2828 [John Byrne] (7)
- 3453 [Jan Ciganick] (7)

Selected Items:

- 521005 [Amos Comenius] (7)

11. Click on yourself. Click on the arrow to move yourself over to the right hand list



Employee Filter Setup

Mon Jul 9, 2018 12:32:59 PM
AMOS COMENIUS (521005)

Delegation

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SHIFT --- Filter Not Set ---
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- 3453 [Jan Ciganick] (7)

Selected Items:

- 521005 [Amos Comenius] (7)

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12. You can now x out of that screen. You have now delegated to another user.