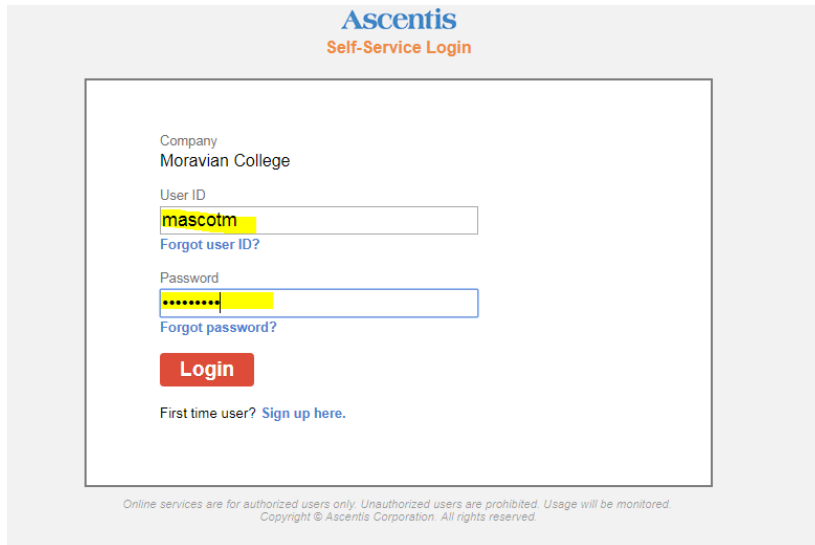


MORAVIAN UNIVERSITY

HOW TO EDIT TIMESHEETS FOR YOUR DIRECT REPORTS

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?](#)

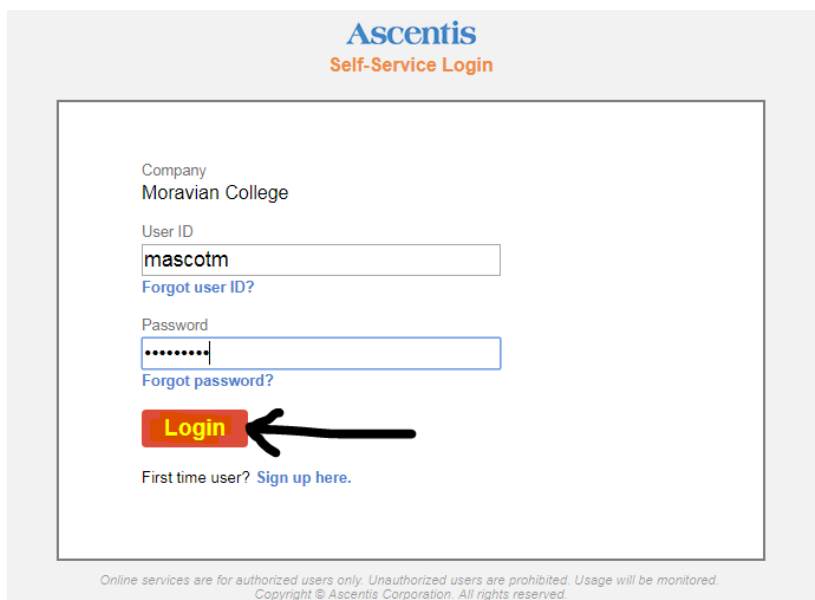
Password
.....
[Forgot password?](#)

Login

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

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
Copyright © Ascentis Corporation. All rights reserved.

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.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
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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?

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

Leave Management

My Team

Profile

Settings

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

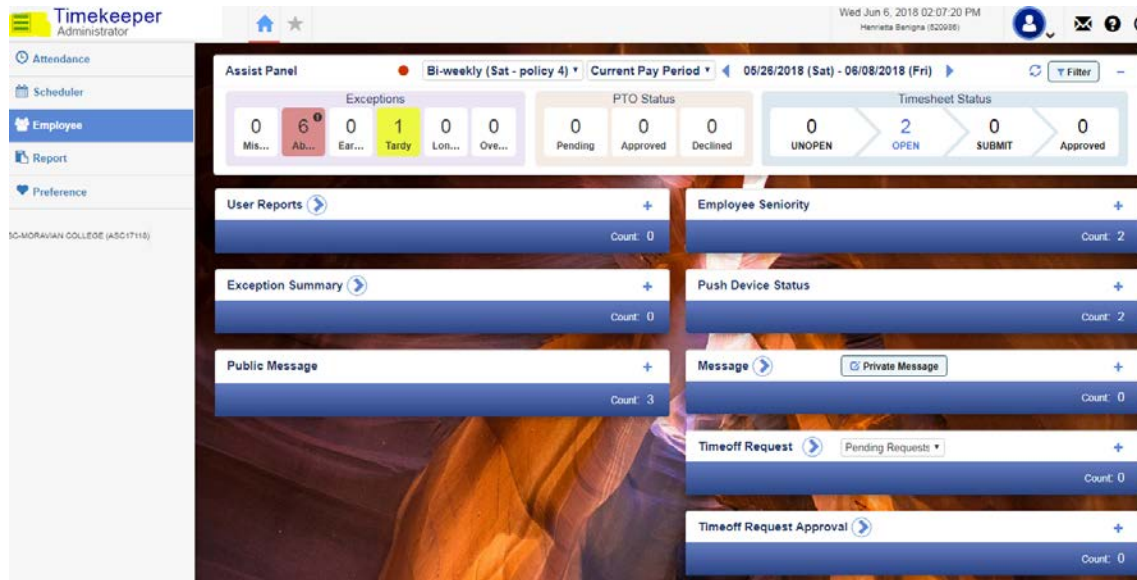
Request Status :

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

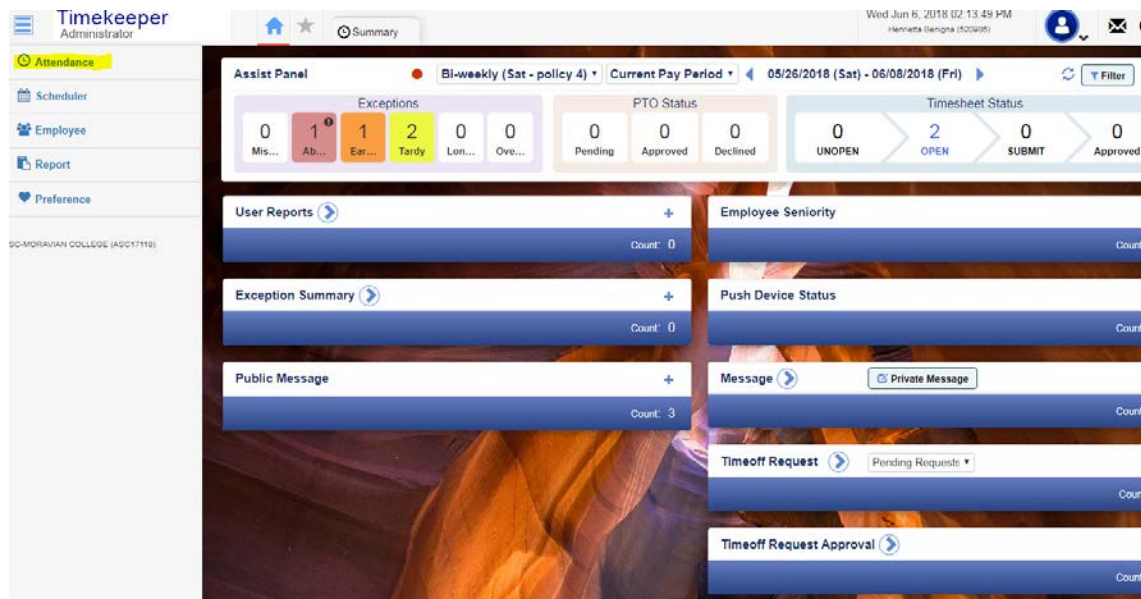
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

6. Click on the Hamburger icon located in the top left hand corner



7. Click on "Attendance"



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8. Click on employee you would like view

Summary

Pay Period: Biweekly, starting Sat (Ref: 12/09/2017)		Date Selection: Current Pay Period		05/26/2018 (Sat) - 06/09/2018 (Fri)		Last updated: Wednesday, 06/06/2018 2:13 PM		Update		Update Schedules	
Group / Filter By: All		Employee Search		Go							
Status Filter: All		<input checked="" type="checkbox"/> Active Only		Pay Type							
Unopened Timesheets: 0		Opened Timesheets: 2		Save		Approve this Page					
ID	Name	Sch.Hr	Reg.Hr	OT-1	OT-2	Timesheet Status					
520984	MASOOT, BENNY	0.00	8.00	0.00	0.00	OPEN					
520987	COMENIUS, JOHN	85.00	50.00	0.00	0.00	OPEN					

9. Review punches. If one should be added, click "Insert/Repost"

Save		Delete		Undo		Recalculate		Insert / Repost		Hourly		More Functions	
Audit	Note	Pay Matrix	Date	Pay Code	In	In Rnd	In Exp	Out	Out Rnd	Reg	OT-1		
			Mon 06/18/2018	0[WORK HOURS]	09:32 AM	09:30AM		11:19 AM	11:15AM	1.75	0.00		
			Tue 06/19/2018	0[WORK HOURS]	07:00 AM	07:00AM		03:00 PM	03:00PM	8.00	0.00		

10. Put in the correct time and date and click "OK"

Insert/Repost Punches

Select Date/Time Information

	Date	Time	Notes
1.	Tue 06/19/2018	02:30 PM	<input type="checkbox"/>
2.	Sat 06/16/2018		<input type="checkbox"/>
3.	Sat 06/16/2018		<input type="checkbox"/>
4.	Sat 06/16/2018		<input type="checkbox"/>
5.	Sat 06/16/2018		<input type="checkbox"/>
6.	Sat 06/16/2018		<input type="checkbox"/>
7.	Sat 06/16/2018		<input type="checkbox"/>
8.	Sat 06/16/2018		<input type="checkbox"/>

Note: To INSERT one or more punches, please fill in the information above. Otherwise, please hit [OK] to REPOST a Pay Period.

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

11. The new record will now show

Audit	Note	Pay Matrix	Date	Pay Code	In	In Rnd	In Exp	Out	Out Rnd	Reg	OT-1
			Mon 06/18/2018	0[WORK HOURS]	09:32 AM	09:30AM		11:19 AM	11:15AM	1.75	0.00
			Tue 06/19/2018	0[WORK HOURS]	07:00 AM	07:00AM		02:30 PM	02:30PM	7.50	0.00
			Tue 06/19/2018	0[WORK HOURS]	03:00 PM	03:00PM	M 30			0.00	0.00

Timesheet Summary

Group By: Pay Code + PR Dept. + Pay Rate

12. If a punch needs to be edited, click on the punch

Audit	Note	Pay Matrix	Date	Pay Code	In	In Rnd	In Exp	Out	Out Rnd	Reg	OT-1
			Mon 06/18/2018	0[WORK HOURS]	11:18 AM	11:15AM	T318			0.00	0.00

Timesheet Summary

Group By: Pay Code + PR Dept. + Pay Rate

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



13. Type in new time (*NOTE: Make sure to type in AM or PM*)

Save Delete Undo Recalculate Insert / Repost Hourly More Functions

Audit	Note	Pay Matrix	Date	Pay Code	In	In Rnd	In Exp	Out	Out Rnd	Reg	OT-1
			Mon 06/18/2018	0[WORK HOURS]	11:30 AM	11:15AM	T318			0.00	0.00

Timesheet Summary

14. Click "Save"

Save Delete Undo Recalculate Insert / Repost Hourly More Functions

Audit	Note	Pay Matrix	Date	Pay Code	In	In Rnd	In Exp	Out	Out Rnd	Reg	OT-1
			Mon 06/18/2018	0[WORK HOURS]	11:30 AM	11:15AM	T318			0.00	0.00

Timesheet Summary

15. Your new punch is now recorded.

The timesheet was saved successfully.

Timesheet MASCOOT, BENNY - 52984

Save Delete Undo Recalculate Insert / Repost Hourly More Functions

Audit	Note	Pay Matrix	Date	Pay Code	In	In Rnd	In Exp	Out	Out Rnd	Reg	OT-1
			Mon 06/18/2018	0[WORK HOURS]	11:30 AM	11:30AM	T320			0.00	0.00

Timesheet Summary

Group By: Pay Code + PR Dept + Pav Rate

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