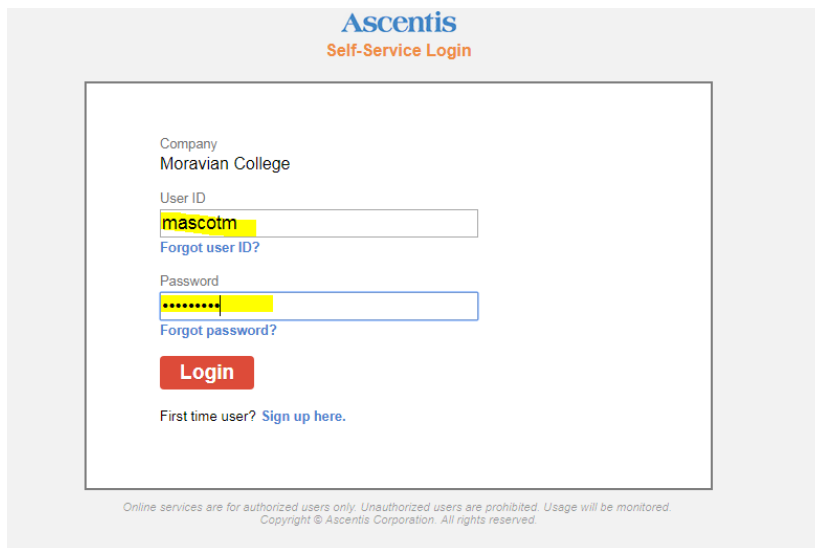


HOW TO PUNCH OUT (STUDENT WORKERS)

Punching out means you are punching out for the day, punching out of work to go to a lunch or break or punching out of one department to go work for another

1. Go to: <https://selfservice.ascentis.com/MoravianCollege>
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?](#)

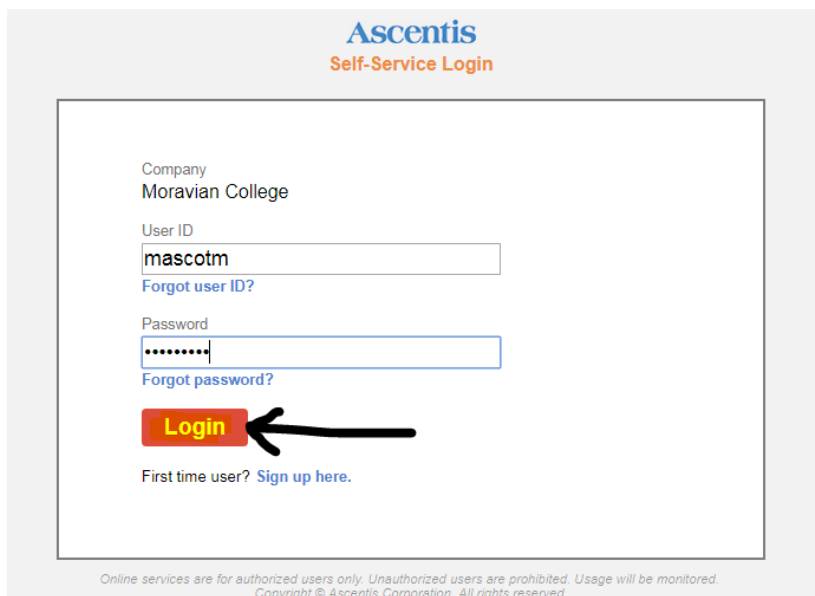
Password
.....
[Forgot password?](#)

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?](#)

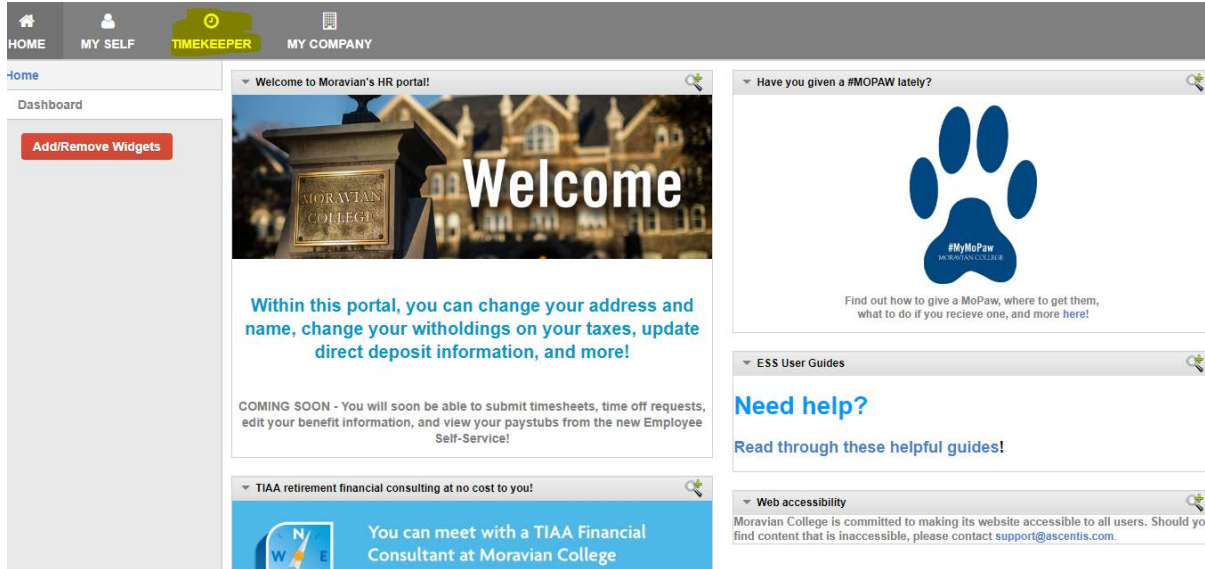
Login

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.

4. Click “Timekeeper”



HOME MY SELF **TIMEKEEPER** MY COMPANY

Dashboard

Add/Remove Widgets

Welcome to Moravian's HR portal!

Have you given a #MOPAW lately?

ESS User Guides

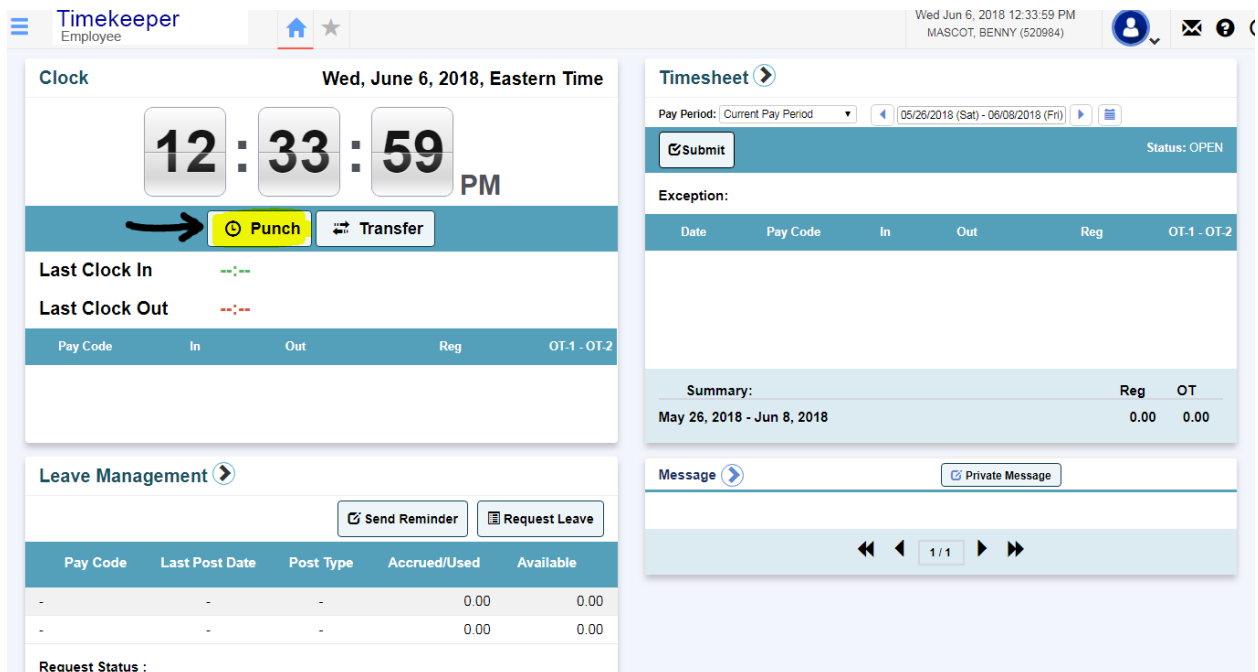
Need help?

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. Click “Punch”



Timekeeper Employee

Wed Jun 6, 2018 12:33:59 PM MASCOT, BENNY (520984)

Clock Wed, June 6, 2018, Eastern Time

12 : 33 : 59 PM

Punch Transfer

Last Clock In --:--

Last Clock Out --:--

Pay Code	In	Out	Reg	OT-1 - OT-2
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Request Status :

Timesheet

Pay Period: Current Pay Period 05/26/2018 (Sat) - 06/08/2018 (Fri)

Submit Status: OPEN

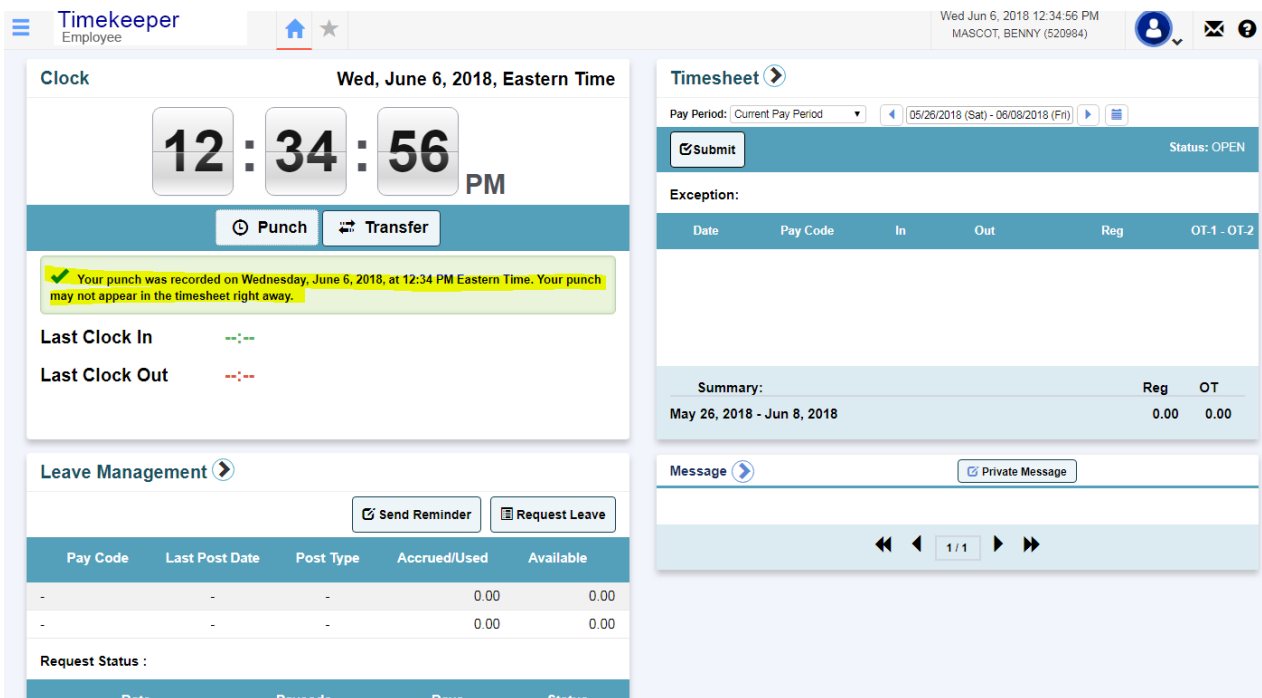
Exception:

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
Summary:					
May 26, 2018 - Jun 8, 2018			Reg	OT	
			0.00	0.00	

Message Private Message

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

6. Your punch out is now recorded



Timekeeper Employee | Wed Jun 6, 2018 12:34:56 PM | MASCOT, BENNY (520984)

Clock | Wed, June 6, 2018, Eastern Time

12:34:56 PM

Your punch was recorded on Wednesday, June 6, 2018, at 12:34 PM Eastern Time. Your punch may not appear in the timesheet right away.

Last Clock In: --:--
Last Clock Out: --:--

Leave Management

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

Request Status:

Timesheet

Pay Period: Current Pay Period | 05/26/2018 (Sat) - 06/08/2018 (Fri)

Status: OPEN

Exception:

Date	Pay Code	In	Out	Reg	OT-1	OT-2
Summary:						
May 26, 2018 - Jun 8, 2018				Reg	OT	
				0.00	0.00	

Message

Navigation: << 1/1 >>

7. Click "Submit" at the end of each pay period to confirm your hours. This will let your Supervisor know that he/she needs to approve the timesheet.

Timesheet

Pay Period: Current Pay Period | 05/26/2018 (Sat) - 06/08/2018 (Fri) | Status: OPEN |

Timesheet | COMENIUS, JOHN - 520987

Pay Code	PR Dept.	Sat 05/26	Sun 05/27	Mon 05/28	Tue 05/29	Wed 05/30	Thu 05/31
0[WORK HOURS]	08030 [BUSINESS OFFICE]	<input type="checkbox"/>	<input type="checkbox"/>	8.00 <input type="checkbox"/>	8.00 <input type="checkbox"/>	8.00 <input type="checkbox"/>	8.00 <input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals		0.00	0.00	8.00	8.00	8.00	8.00

Timesheet Summary

Group By: Pay Code

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