



HOW TO RECORD YOUR PUNCHES & HOW TO TRANSFER DEPARTMENTS WHEN PUNCHING IN

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)

The screenshot shows the Ascentis Self-Service Login page. At the top, the Ascentis logo and "Self-Service Login" are displayed. Below is a form with the following fields and options:

- Company: Moravian College
- User ID: mascotm
- Forgot user ID? (link)
- Password: [masked with dots]
- Forgot password? (link)
- Login (button)
- First time user? Sign up here. (link)

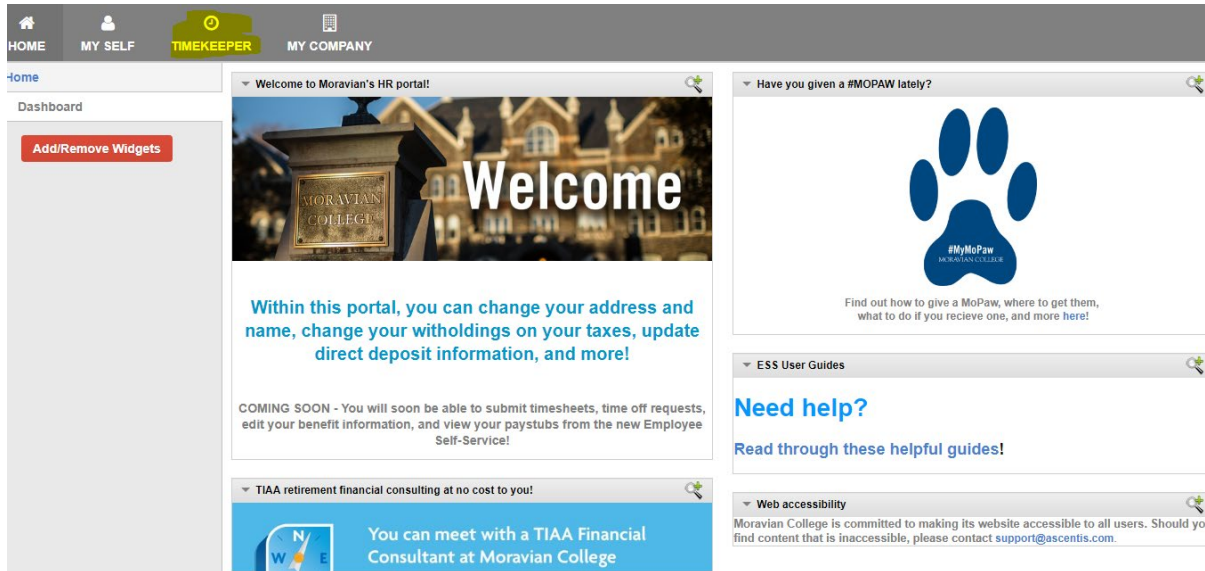
At the bottom of the form area, there is a small disclaimer: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved."

3. Click on "Login"

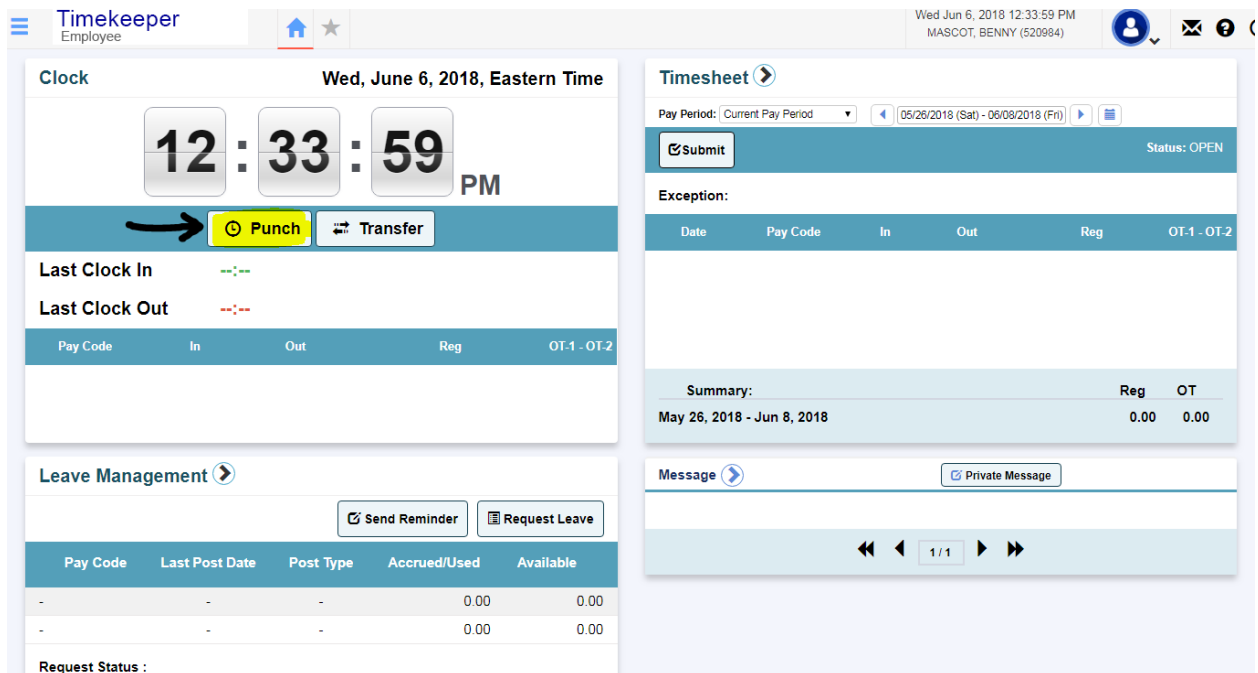
This screenshot is identical to the previous one, but with a black arrow pointing to the "Login" button, indicating the next step in the process.

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”



5. Click “Punch” when you are starting your day and leaving for the day.



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

Leave Management

Send Reminder **Request Leave**

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)

Submit Status: OPEN

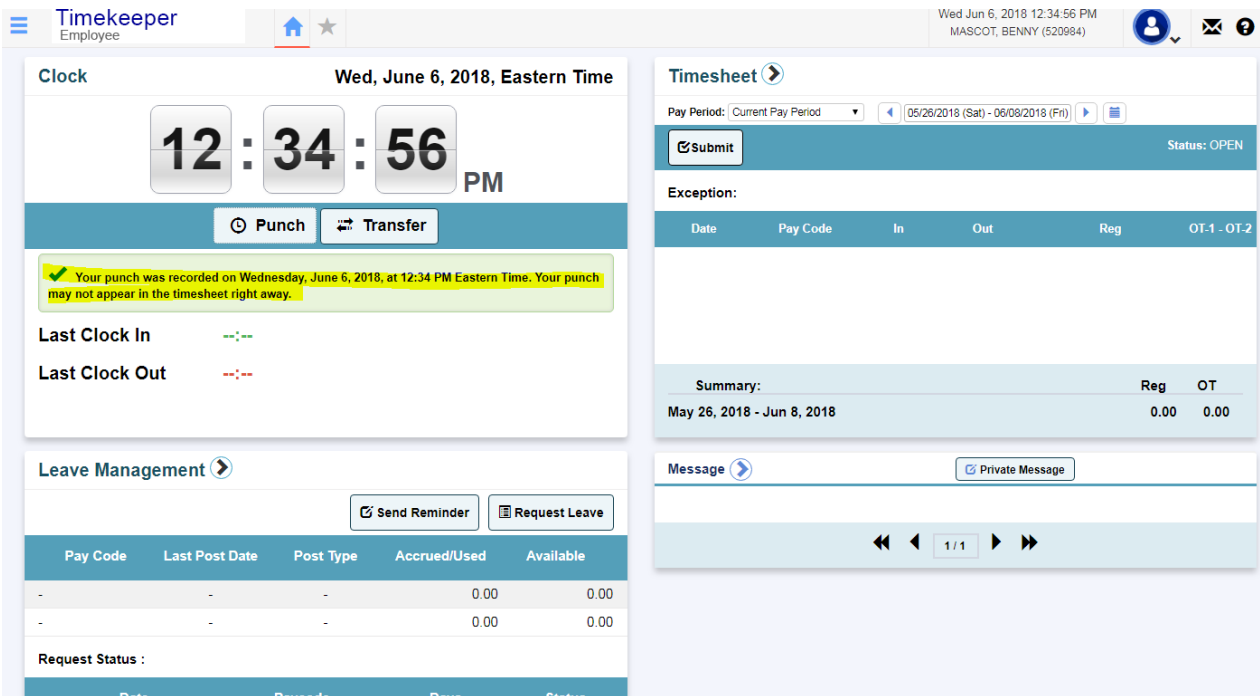
Exception:

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 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 > >>

PLEASE NOTE: You should have at least two punches every day!

→Continued

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



HOW TO TRANSFER DEPARTMENTS WHEN PUNCHING IN

1. Go to:
<https://selfservice.ascentis.com/MoravianCollege/STS/signin.aspx>
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)

The screenshot shows the Ascentis Self-Service Login page. At the top, the Ascentis logo and "Self-Service Login" are displayed. Below is a form with the following elements:

- Company: Moravian College
- User ID: A text input field containing "mascotm". Below it is a link "Forgot user ID?".
- Password: A password input field with masked characters. Below it is a link "Forgot password?".
- A red "Login" button.
- A link "First time user? Sign up here."

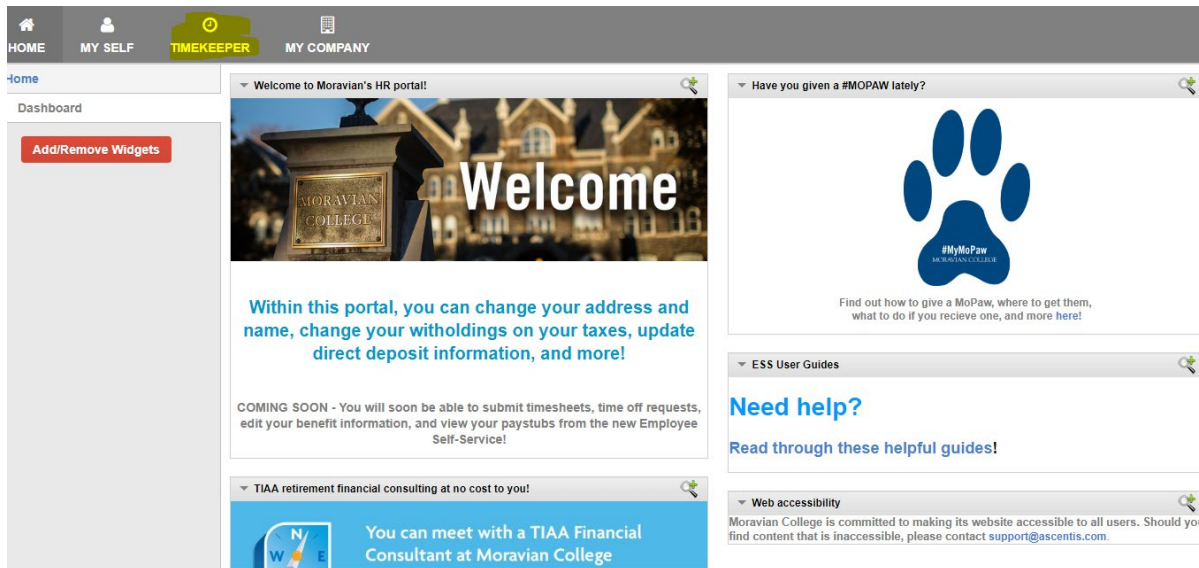
At the bottom of the form area, there is a small disclaimer: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved."

3. Click on "Login"

This screenshot is identical to the previous one, but with a black arrow pointing to the red "Login" button to indicate the next step in the process.

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

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

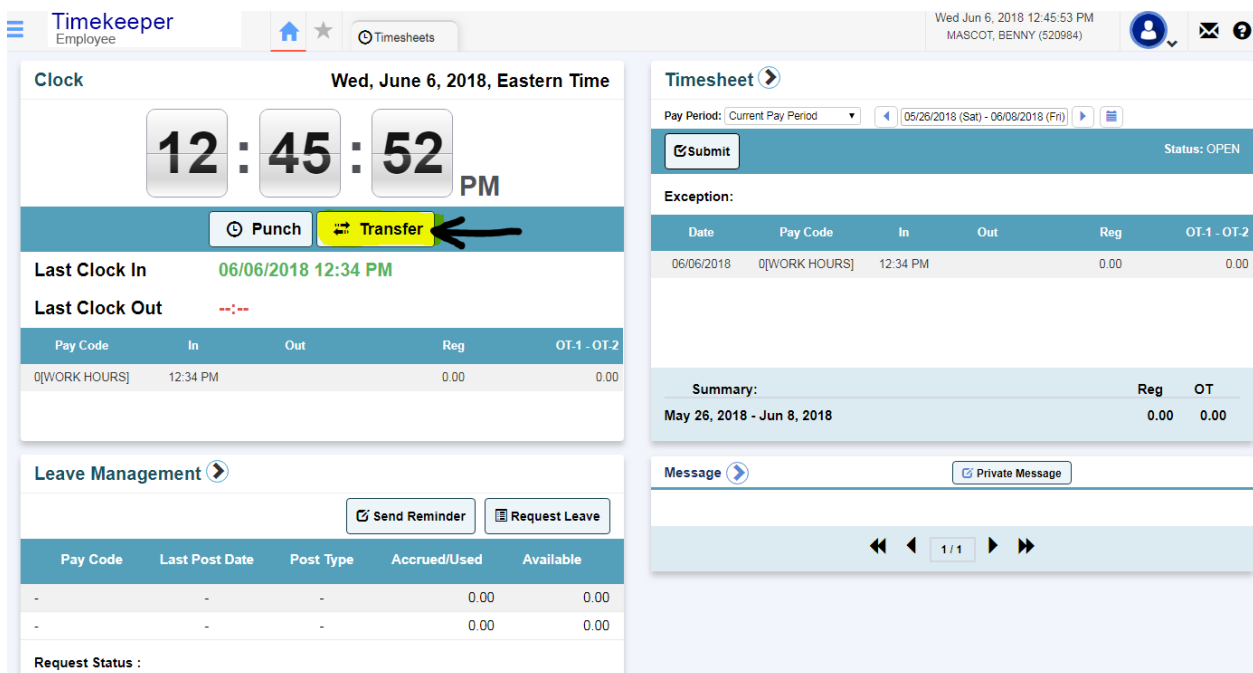
Need help?

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. Click "Transfer"



Timekeeper Employee

Wed Jun 6, 2018 12:45:53 PM MASCOT, BENNY (520984)

Wed, June 6, 2018, Eastern Time

12:45:52 PM

Punch Transfer

Last Clock In 06/06/2018 12:34 PM

Last Clock Out --:--

Pay Code	In	Out	Reg	OT-1 - OT-2
0[WORK HOURS]	12:34 PM		0.00	0.00

Leave Management

Send Reminder Request Leave

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)

Submit Status: OPEN

Exception:

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
06/06/2018	0[WORK HOURS]	12:34 PM		0.00	0.00

Summary:

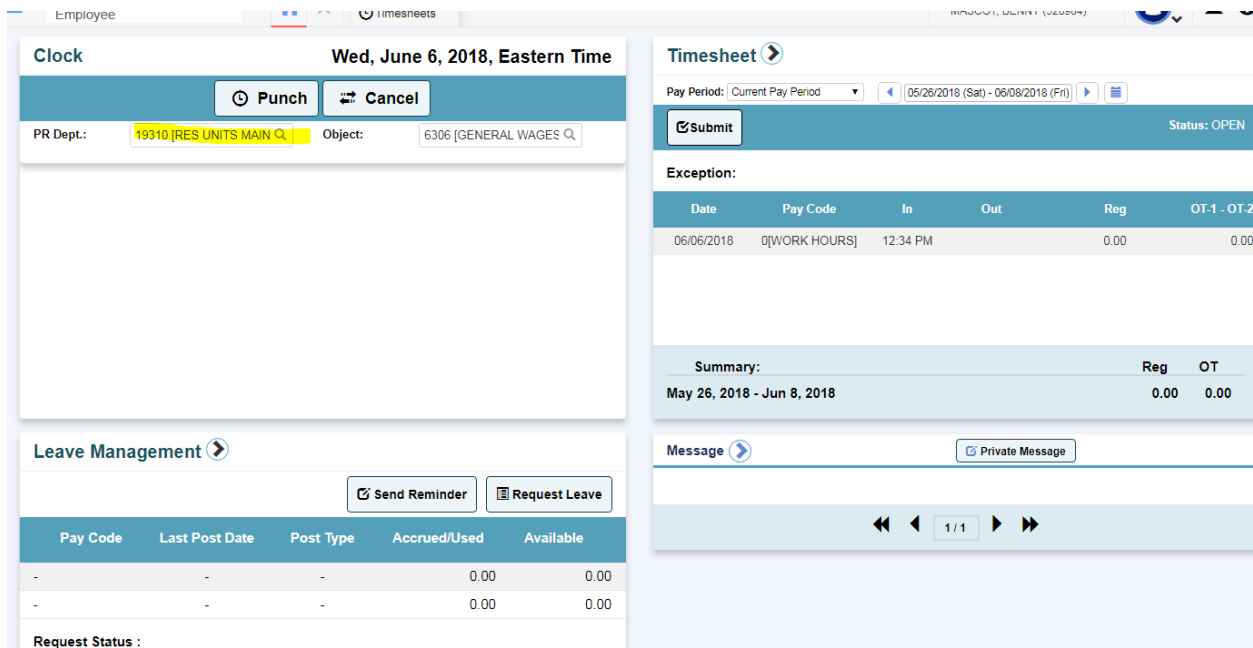
May 26, 2018 - Jun 8, 2018	Reg	OT
	0.00	0.00

Message Private Message

1 / 1

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

6. Click on the “PR Dept” dropdown list



The screenshot shows the 'Clock' section for Wednesday, June 6, 2018, Eastern Time. It includes a 'Punch' button and a 'Cancel' button. The 'PR Dept.' dropdown is set to '19310 [RES UNITS MAIN Q]' and the 'Object' is '6306 [GENERAL WAGES Q]'. Below this is a 'Leave Management' section with 'Send Reminder' and 'Request Leave' buttons, and a table with columns: Pay Code, Last Post Date, Post Type, Accrued/Used, and Available. The 'Timesheet' section shows a 'Pay Period' of 'Current Pay Period' for '05/26/2018 (Sat) - 06/08/2018 (Fri)'. It has a 'Submit' button and a 'Status: OPEN' indicator. An 'Exception' table is shown with columns: Date, Pay Code, In, Out, Reg, and OT-1 - OT-2. A 'Summary' table shows 'May 26, 2018 - Jun 8, 2018' with 'Reg' 0.00 and 'OT' 0.00. A 'Message' section has a 'Private Message' button and a pagination control showing '1 / 1'.

7. Find the department you are transferring to and click “OK”



The screenshot shows a 'Groups' dropdown menu with a search box at the top. The list of groups includes: 00000 [None], 00100 [Human Resources], 00410 [Payroll], 00420 [Accounting], 08020 [PRESIDENT'S OFFICE], 08030 [BUSINESS OFFICE], 08040 [TITLE IX & COMPLIANCE], 08050 [HUMAN RESOURCES], 08100 [GENERAL ADMIN SUPPORT], and 08720 [SEMINARY DEAN'S OFFICE]. At the bottom of the list is a pagination control with buttons for '<', '1', '2', '3', '4', '5', '...', and '>'. Below the list are 'OK' and 'Cancel' buttons.

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

8. Click "Punch"

Clock

Wed, June 6, 2018, Eastern Time

PR Dept.: Object:

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
06/06/2018	0[WORK HOURS]	12:34 PM		0.00	0.00

Summary:

	Reg	OT
May 26, 2018 - Jun 8, 2018	0.00	0.00

Message

Leave Management

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

Request Status :

9. You will now be able to see the new PR Dept punch in your timesheet

Timesheet

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

Wednesday, 06/06/2018 12:49:15 PM Eastern Time

Timesheet MASCOT, BENNY - 520984

	Date	Pay Code	In	Out	Reg	OT-1	OT-2	Daily Hours	Total Hours	PR Dept.
<input type="checkbox"/>	Wed 06/06/2018	0[WORK HOURS]	12:34 PM	12:48 PM	0.30	0.00	0.00	0.00	0.30	19310 [RES UNITS MAINT & OPER]
<input type="checkbox"/>	Wed 06/06/2018	0[WORK HOURS]	12:48 PM		0.00	0.00	0.00	0.30	0.00	00100 [Human Resources]
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

Timesheet Summary

Group By:

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