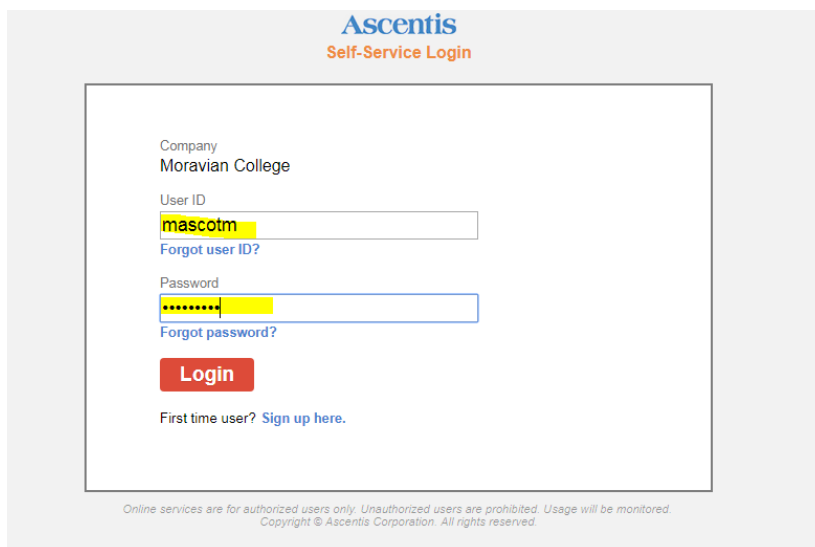


MORAVIAN UNIVERSITY

HOW TO PUNCH IN (STUDENT WORKERS)

Punching in means you are punching in for the day, punching back into work from a lunch or break or punching into a new department for the day

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?](#)

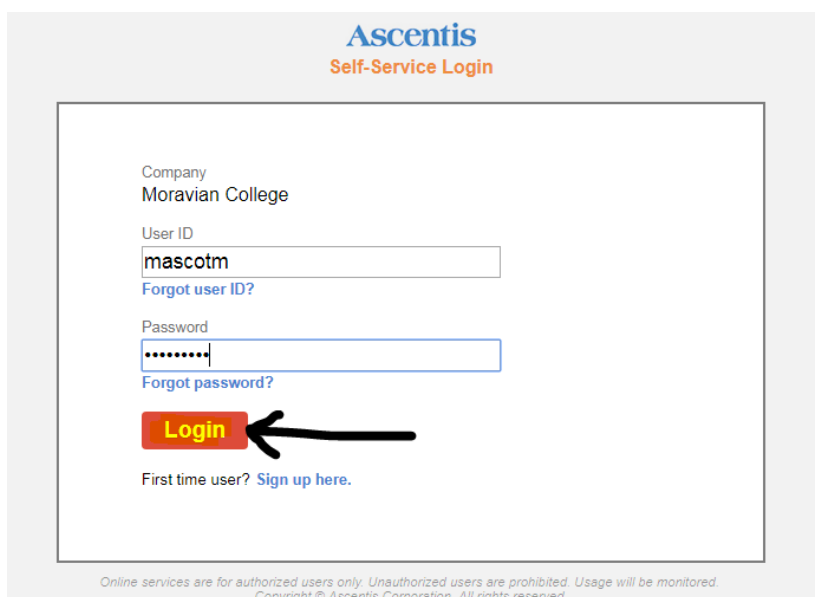
Password
.....
[Forgot password?](#)

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.
Copyright © Ascentis Corporation. All rights reserved.

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"

The screenshot shows the Moravian University HR portal dashboard. At the top, there are navigation tabs: HOME, MY SELF, TIMEKEEPER (highlighted in green), and MY COMPANY. Below the navigation, there is a "Welcome to Moravian's HR portal!" message with a "Welcome" banner and a photo of a building. The banner text reads: "Within this portal, you can change your address and name, change your withholdings on your taxes, update direct deposit information, and more!". Below the banner, there is a "COMING SOON" message: "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!". There is also a "TIAA retirement financial consulting at no cost to you!" message with a "You can meet with a TIAA Financial Consultant at Moravian College" link. On the right side, there is a "Have you given a #MOPAW lately?" section with a paw print icon and a "#MyMoPaw MORAVIAN COLLEGE" logo. Below this, there is a "Need help?" section with a "Read through these helpful guides!" link. At the bottom, there is a "Web accessibility" section with a link to "support@ascents.com".

5. ALWAYS click "Transfer"

The screenshot shows the Timekeeper Employee interface. At the top, there is a "Timekeeper Employee" header with a home icon, a star icon, and a "Timesheets" tab. The date and time are "Wed Jun 6, 2018 12:45:53 PM" and the user is "MASCOT, BENNY (520984)". The main content area is divided into several sections:

- Clock:** Shows the current time as "12:45:52 PM" on "Wed, June 6, 2018, Eastern Time". There are "Punch" and "Transfer" buttons. A black arrow points to the "Transfer" button.
- Last Clock In:** "06/06/2018 12:34 PM"
- Last Clock Out:** "--:--"
- Table:** A table with columns: Pay Code, In, Out, Reg, OT-1, OT-2. The row shows: Q[WORK HOURS], 12:34 PM, 0.00, 0.00.
- Leave Management:** Includes "Send Reminder" and "Request Leave" buttons. Below is a table with columns: Pay Code, Last Post Date, Post Type, Accrued/Used, Available. The row shows: -, -, -, 0.00, 0.00.
- Request Status:** A section for tracking request status.
- Timesheet:** Shows the "Pay Period" as "05/26/2018 (Sat) - 06/08/2018 (Fri)". There is a "Submit" button and "Status: OPEN". Below is an "Exception" table with columns: Date, Pay Code, In, Out, Reg, OT-1, OT-2. The row shows: 06/06/2018, Q[WORK HOURS], 12:34 PM, 0.00, 0.00.
- Summary:** A table with columns: Summary, Reg, OT. The row shows: May 26, 2018 - Jun 8, 2018, 0.00, 0.00.
- Message:** A "Private Message" button.

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 "PR Dept" dropdown list

Clock Wed, June 6, 2018, Eastern Time

PR Dept.: 49310 [RES UNITS MAIN Q.] Object: 6306 [GENERAL WAGES Q.]

Timesheet

Pay Period: Current Pay Period 05/26/2018 (Sat) - 06/09/2018 (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

Leave Management

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

Request Status :

Message

7. Find the department you will be working in and click "OK"

Groups

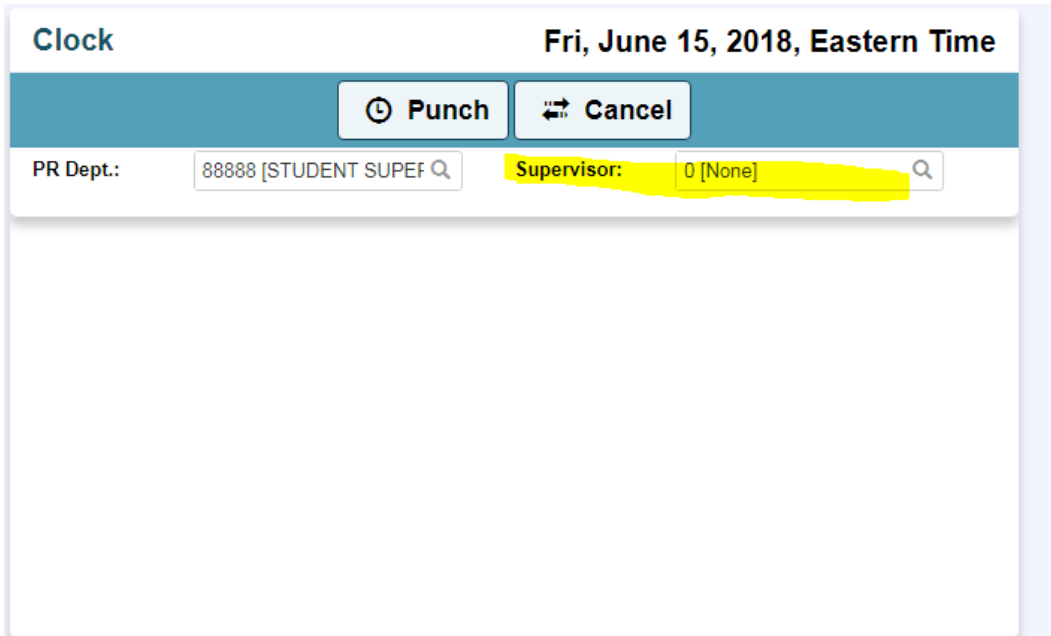
Search Groups

- 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]
- 08720 [SEMINARY DEAN'S OFFICE]

< 1 2 3 4 5 ... >

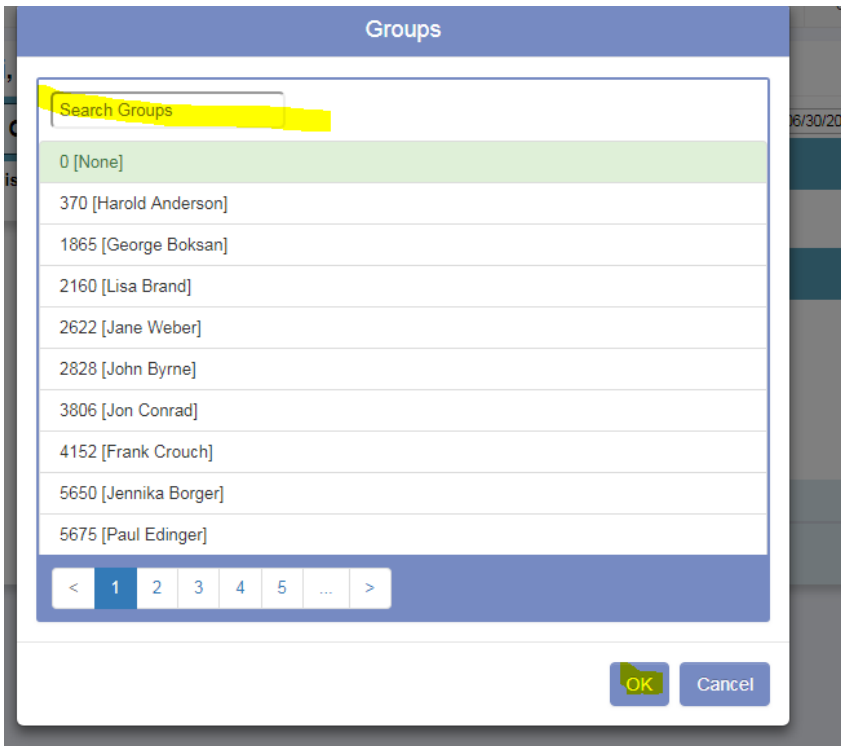
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

8. Click on the "Supervisor" dropdown list



The screenshot shows a web interface titled "Clock" with the date "Fri, June 15, 2018, Eastern Time". At the top, there are two buttons: "Punch" (with a clock icon) and "Cancel" (with a back arrow icon). Below these buttons, there are two input fields. The first is labeled "PR Dept:" and contains the text "88888 [STUDENT SUPEF Q]". The second is labeled "Supervisor:" and contains the text "0 [None]". The "Supervisor:" field is highlighted in yellow. Below the input fields is a large empty white area.

9. Find your Supervisors name and click "OK"



The screenshot shows a dropdown menu titled "Groups". At the top of the menu is a search box labeled "Search Groups" which is highlighted in yellow. Below the search box is a list of supervisor names and IDs, each on a separate line. The first item is "0 [None]" and is highlighted in light green. The other items are: "370 [Harold Anderson]", "1865 [George Boksan]", "2160 [Lisa Brand]", "2622 [Jane Weber]", "2828 [John Byrne]", "3806 [Jon Conrad]", "4152 [Frank Crouch]", "5650 [Jennika Borger]", and "5675 [Paul Edinger]". At the bottom of the list is a pagination bar with a left arrow, the number "1" (highlighted in blue), "2", "3", "4", "5", an ellipsis "...", and a right arrow. Below the list are two buttons: "OK" (highlighted in yellow) and "Cancel".

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


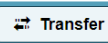
10. Click "Punch"

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)

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

1 / 1


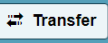
11. Your punch in is now recorded

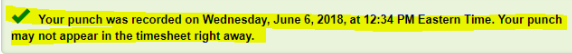
Timekeeper Employee Wed Jun 6, 2018 12:34:56 PM MASCOT, BENNY (520984)

Clock

Wed, June 6, 2018, Eastern Time

12 : 34 : 56 PM

 **Punch**  Transfer



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

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

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.