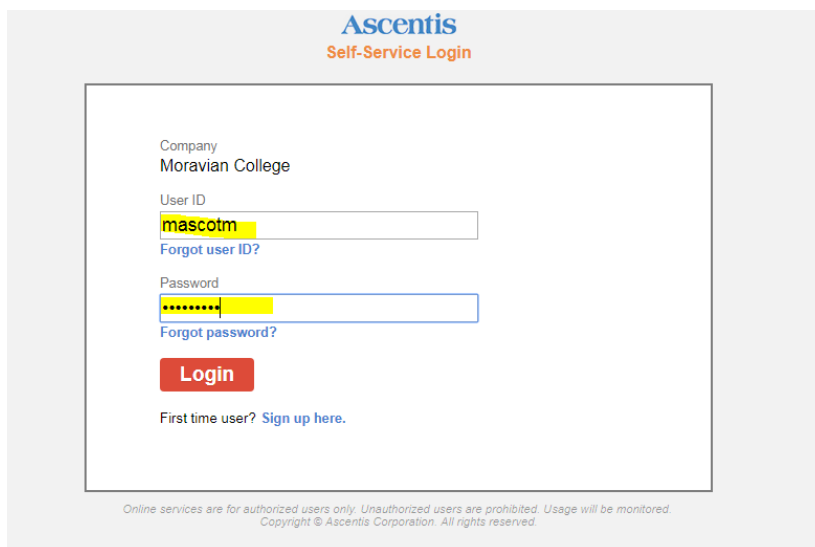


## HOW TO PUNCH IN (STUDENT WORKERS)

*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: <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?](#)

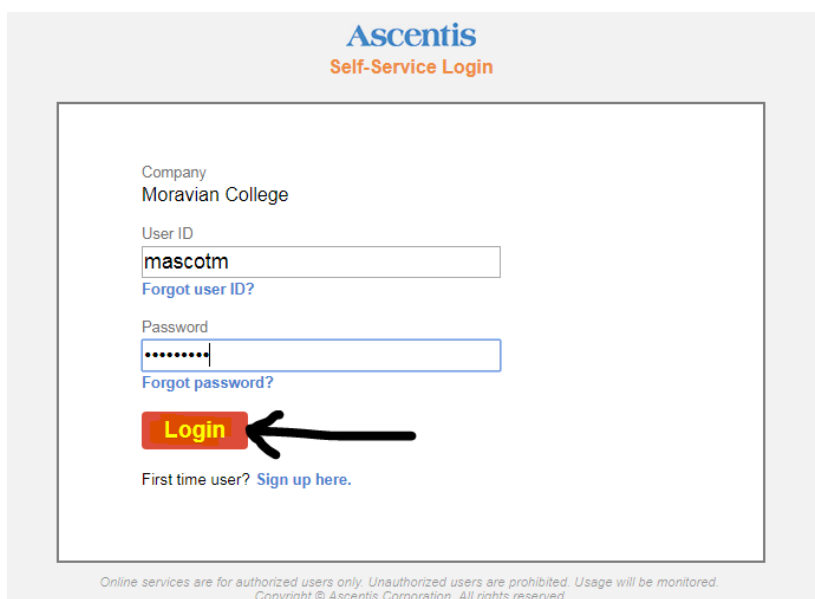
Password  
.....  
[Forgot password?](#)

**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?](#)

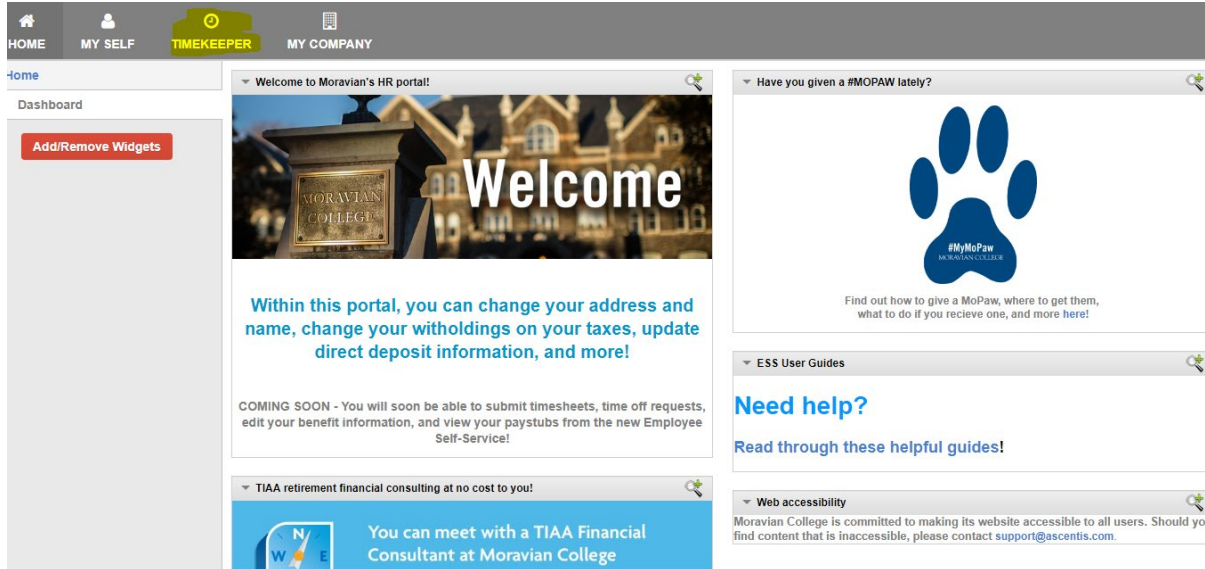
**Login**

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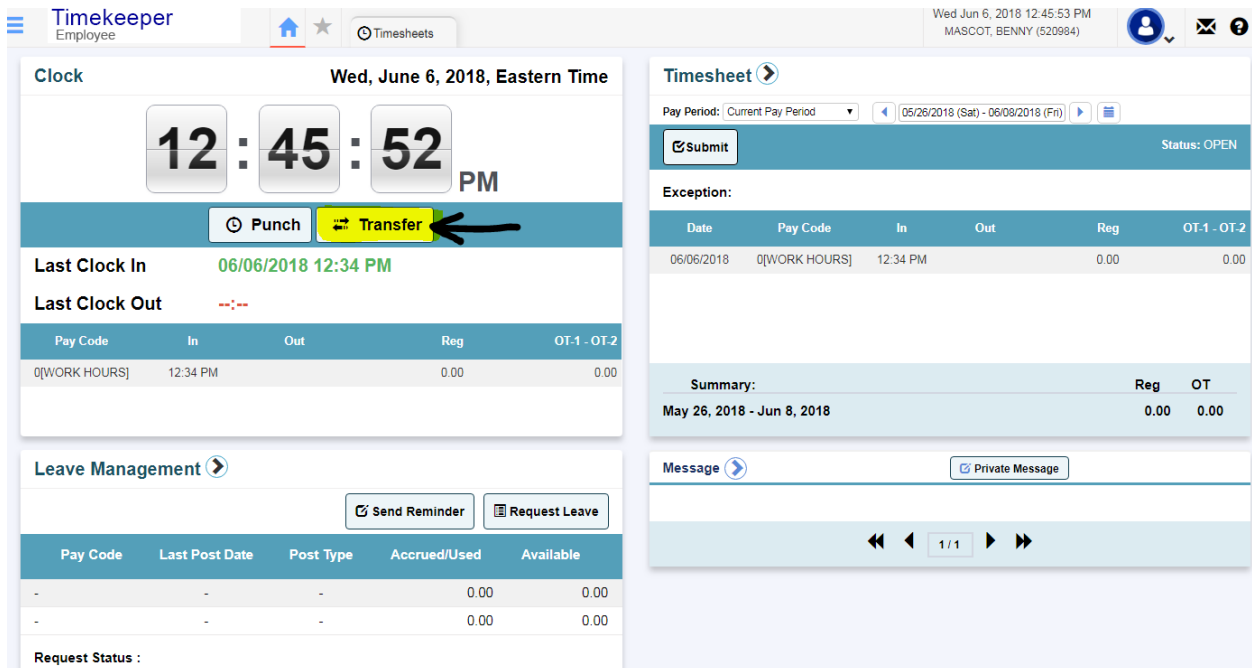
Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

#### 4. Click “Timekeeper”



The screenshot shows the Moravian College 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!' banner with a 'Welcome' message and instructions on how to use the portal. To the right, there is a 'Have you given a #MOPAW lately?' section with a paw print icon and a '#MyMoPaw' hashtag. Below that, there are sections for 'ESS User Guides', 'Need help?' (with a link to 'Read through these helpful guides!'), and 'Web accessibility' (with a link to 'Moravian College is committed to making its website accessible to all users...').

#### 5. ALWAYS click “Transfer”

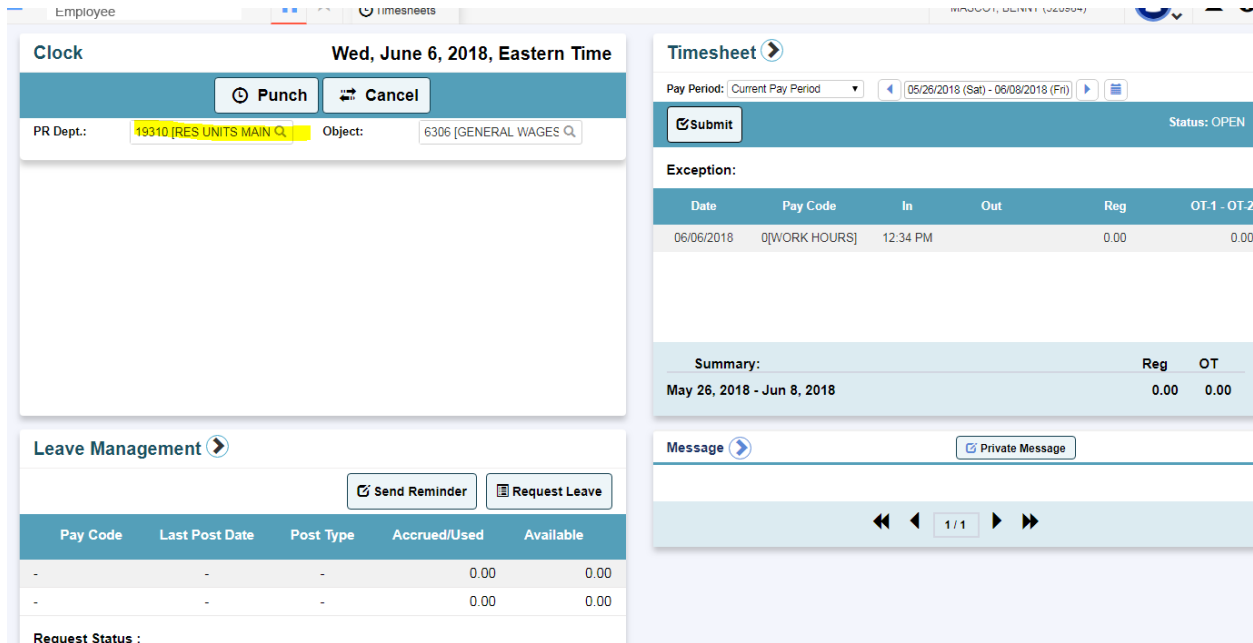


The screenshot shows the Timekeeper Employee interface. At the top, there is a navigation bar with 'Timekeeper Employee' and a 'Timesheets' tab. The main content area is divided into several sections:

- Clock:** Shows the current time as 12:45:52 PM on Wednesday, June 6, 2018, Eastern Time. There are buttons for 'Punch' and 'Transfer' (highlighted in yellow with a black arrow pointing to it). Below this, it shows 'Last Clock In' as 06/06/2018 12:34 PM and 'Last Clock Out' as --:--.
- Leave Management:** Includes buttons for 'Send Reminder' and 'Request Leave'. Below is a table with columns: Pay Code, Last Post Date, Post Type, Accrued/Used, and Available. The table shows two rows of data with values: -, -, -, 0.00, 0.00 and -, -, -, 0.00, 0.00.
- Timesheet:** Shows the current pay period as 05/26/2018 (Sat) - 06/08/2018 (Fri). There is a 'Submit' button and a 'Status: OPEN' indicator. Below is an 'Exception' table with columns: Date, Pay Code, In, Out, Reg, OT-1, OT-2. The table shows one row of data: 06/06/2018, Q[WORK HOURS], 12:34 PM, 0.00, 0.00. A 'Summary' section shows 'May 26, 2018 - Jun 8, 2018' with 'Reg' 0.00 and 'OT' 0.00.
- Message:** Includes a 'Private Message' button and a navigation bar with arrows and '1/1'.

Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto: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. Below these, there are dropdown menus for 'PR Dept.' (currently showing '49310 [RES UNITS MAIN Q...]' and 'Object' (showing '6306 [GENERAL WAGES Q...]').

The 'Timesheet' section shows the current pay period from 05/26/2018 (Sat) to 06/09/2018 (Fri). It includes a 'Submit' button and a 'Status: OPEN' indicator. An 'Exception' table is visible with the following data:

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

A 'Summary' section shows 'Reg' as 0.00 and 'OT' as 0.00 for the period 'May 26, 2018 - Jun 8, 2018'. There is also a 'Message' section with a 'Private Message' button and a pagination control showing '1 / 1'.

The 'Leave Management' section includes 'Send Reminder' and 'Request Leave' buttons. Below is a table with the following data:

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

At the bottom of the 'Leave Management' section, it says 'Request Status :'. The interface also features a 'Message' section with a 'Private Message' button and a pagination control showing '1 / 1'.

## 7. Find the department you will be working in and click “OK”



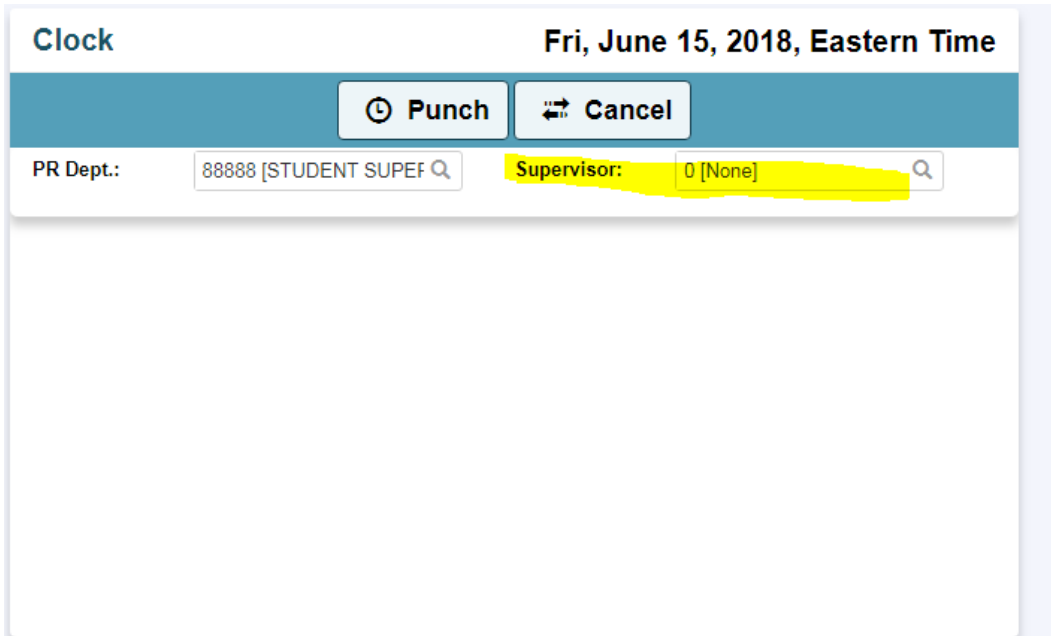
The screenshot shows a 'Groups' dropdown menu with a search bar at the top. The list of groups includes:

- 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]
- 08720 [SEMINARY DEAN'S OFFICE]

At the bottom of the list, there is a pagination control showing '1 / 1' and a '1' button. Below the list, there are 'OK' and 'Cancel' buttons.

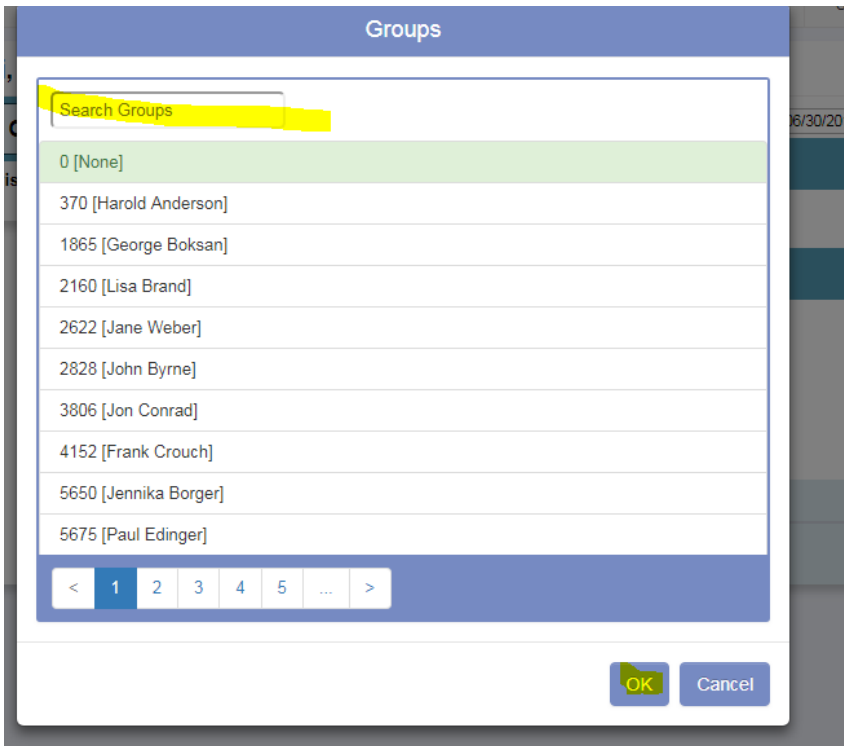
Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

## 8. Click on the “Supervisor” dropdown list



The screenshot shows the 'Clock' interface. At the top, it displays 'Clock' and 'Fri, June 15, 2018, Eastern Time'. Below this are two buttons: 'Punch' and 'Cancel'. The 'PR Dept.' field contains '88888 [STUDENT SUPEF Q]'. The 'Supervisor:' field is highlighted in yellow and shows '0 [None]' with a search icon to its right.

## 9. Find your Supervisors name and click “OK”



The screenshot shows the 'Groups' dropdown menu. At the top, it says 'Groups'. Below this is a search bar labeled 'Search Groups' which is highlighted in yellow. The list of groups is as follows:

0 [None]
370 [Harold Anderson]
1865 [George Boksan]
2160 [Lisa Brand]
2622 [Jane Weber]
2828 [John Byrne]
3806 [Jon Conrad]
4152 [Frank Crouch]
5650 [Jennika Borger]
5675 [Paul Edinger]

At the bottom of the list is a pagination bar with '< 1 2 3 4 5 ... >'. Below the list are two buttons: 'OK' and 'Cancel'.

Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto: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

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

## 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

✓ 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: --:--

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

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