



## HOW TO RECORD YOUR TIME & HOW TO VIEW YOUR SCHEDULE

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)

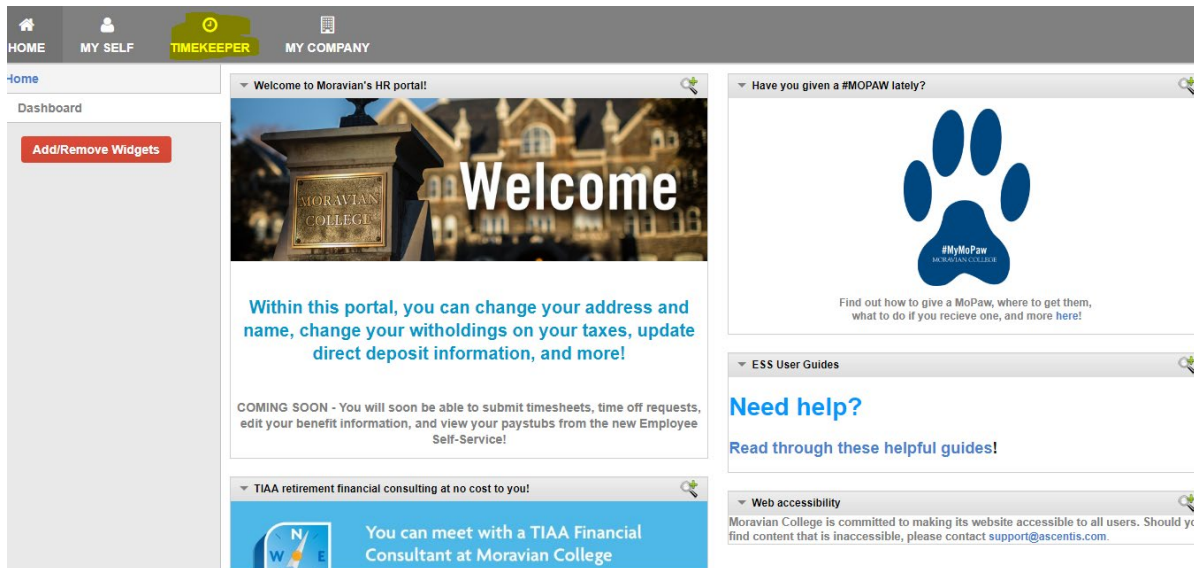
A screenshot of the Ascentis Self-Service Login page. The page has a white background with a light gray border. At the top, the Ascentis logo is in blue, and "Self-Service Login" is in orange. Below this, the company name "Moravian College" is displayed. The form contains two input fields: "User ID" with the text "mascotm" and "Password" with masked characters. There are links for "Forgot user ID?" and "Forgot password?". A red "Login" button is positioned below the password field. At the bottom, there is a link for "First time user? Sign up here." and a small disclaimer at the very bottom: "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"

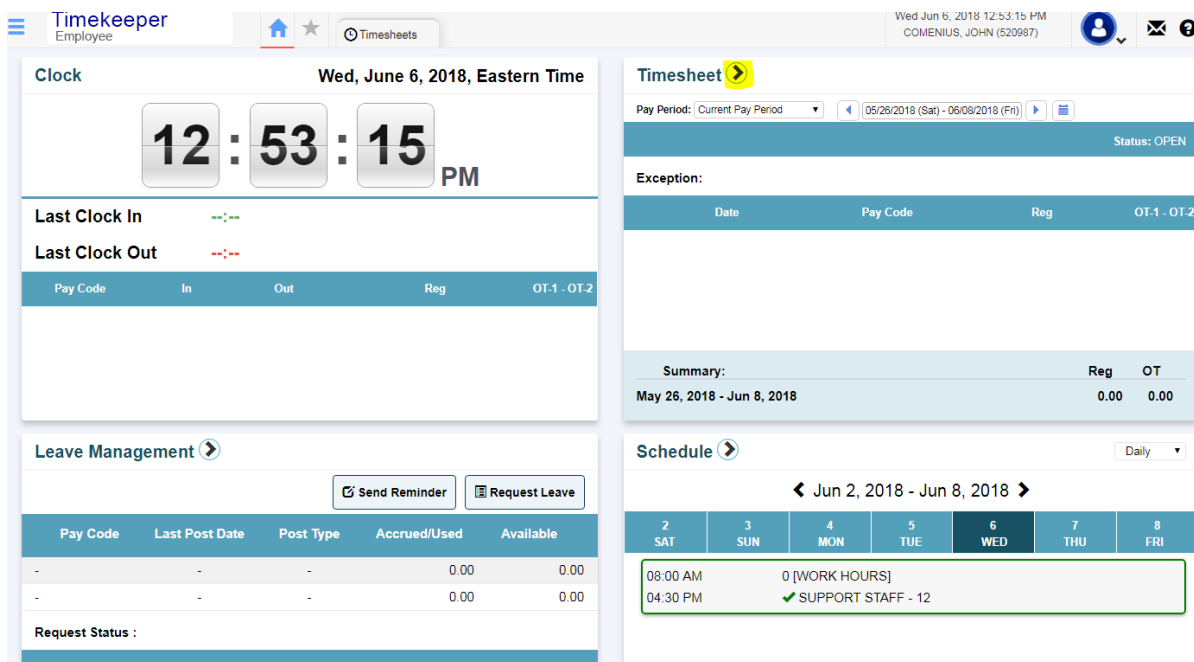
A screenshot of the Ascentis Self-Service Login page, identical to the previous one, but with a black arrow pointing to the red "Login" button. The arrow starts from the right side of the page and points directly at the button. The rest of the page content, including the form fields and links, remains the same.

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”



#### 5. Find “Timesheet” located next to the clock on home screen. Click on the arrow next to “Timesheet”



**Timekeeper Employee** | Wed Jun 6, 2018 12:53:15 PM | COMENIUS, JOHN (520987)

**Clock** | Wed, June 6, 2018, Eastern Time

**12 : 53 : 15** PM

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** | Status: OPEN

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

**Exception:**

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

**Schedule** | Daily

Jun 2, 2018 - Jun 8, 2018

2 SAT	3 SUN	4 MON	5 TUE	6 WED	7 THU	8 FRI
08:00 AM		0 [WORK HOURS]				
04:30 PM		✓ SUPPORT STAFF - 12				

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6. Select Pay Code from drop down list. Select PR Dept from list.  
Type in total number of hours worked in the appropriate day of the week.

**Timesheet**

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

Timesheet: COMENIUS, JOHN - 520987

Save | Delete | Undo | Recalculate | More Functions

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]			7.50			
Totals		0.00	0.00	0.00	0.00	0.00	0.00

Timesheet Summary

Group By: Pay Code

Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay Rate	Reg Pay	OT-1 Pay	OT-2 Pay	Premium Pay
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+ Pay Matrix Summary

+ Accrual Summary

7. Click "Save"

**Timesheet**

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

The timesheet was saved successfully.

Timesheet: COMENIUS, JOHN - 520987

Save | Delete | Undo | Recalculate | More Functions

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]			7.50			
Totals		0.00	0.00	0.00	0.00	0.00	0.00

Timesheet Summary

Group By: Pay Code

Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay Rate	Reg Pay	OT-1 Pay	OT-2 Pay	Premium Pay
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+ Pay Matrix Summary

+ Accrual Summary

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## 8. You will now see your total hours worked has been calculated

### Timesheet

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

✓ The timesheet was saved successfully.

Timesheet COMENIUS, JOHN - 520987

Save Delete Undo Recalculate More Functions

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]			7.50			
Totals		0.00	0.00	7.50	0.00	0.00	0.00

Timesheet Summary

Group By: Pay Code

Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay Rate	Reg Pay	OT-1 Pay	OT-2 Pay	Premium Pay
0 [WORK HOURS]	7.50	0.00	0.00	7.50	\$0.00	\$0.00	***	***	***	***	***
<b>Totals</b>	<b>7.50</b>	<b>0.00</b>	<b>0.00</b>	<b>7.50</b>	<b>\$0.00</b>	<b>\$0.00</b>		***	***	***	***

→Continued

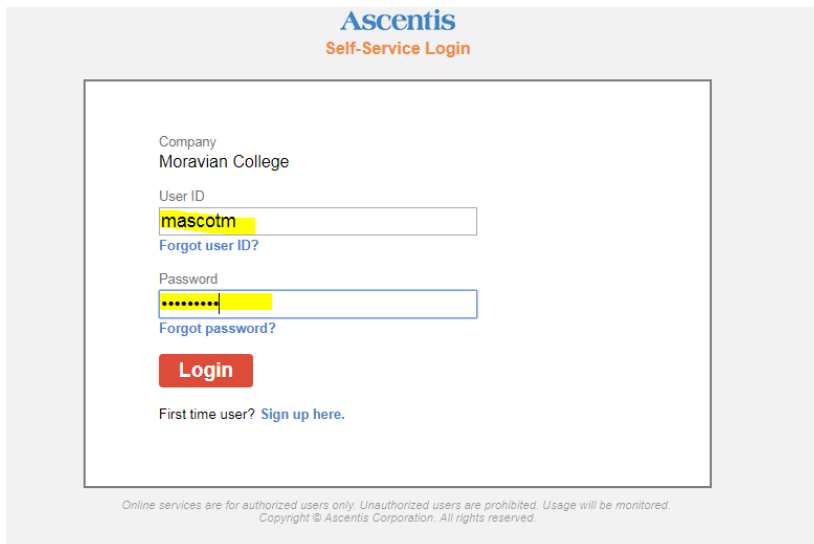
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## HOW TO VIEW YOUR SCHEDULE

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)



Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
mascotm  
[Forgot user ID?](#)

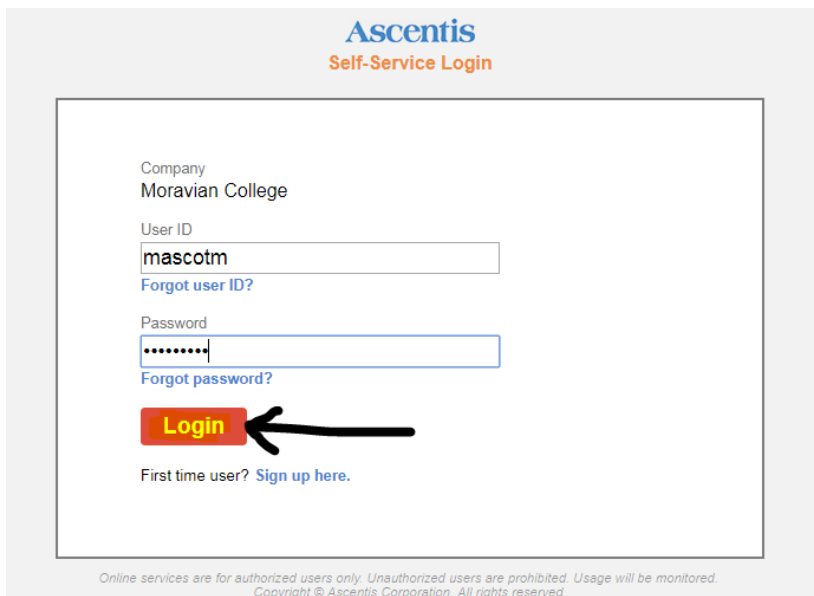
Password  
.....  
[Forgot password?](#)

**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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3. Click on “Login”



Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
mascotm  
[Forgot user ID?](#)

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

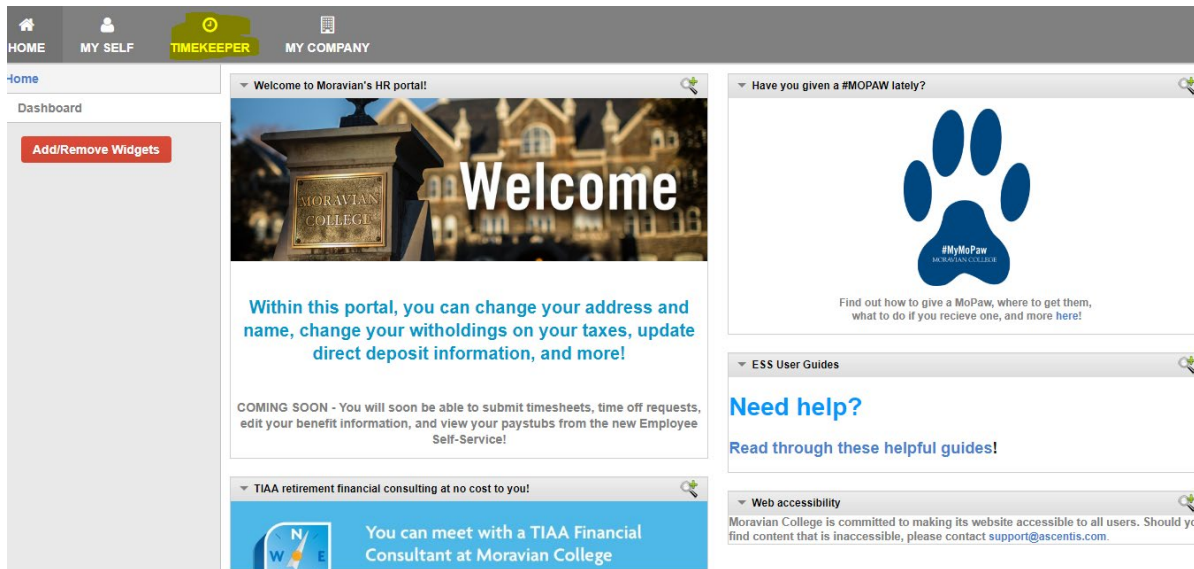
**Login**

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

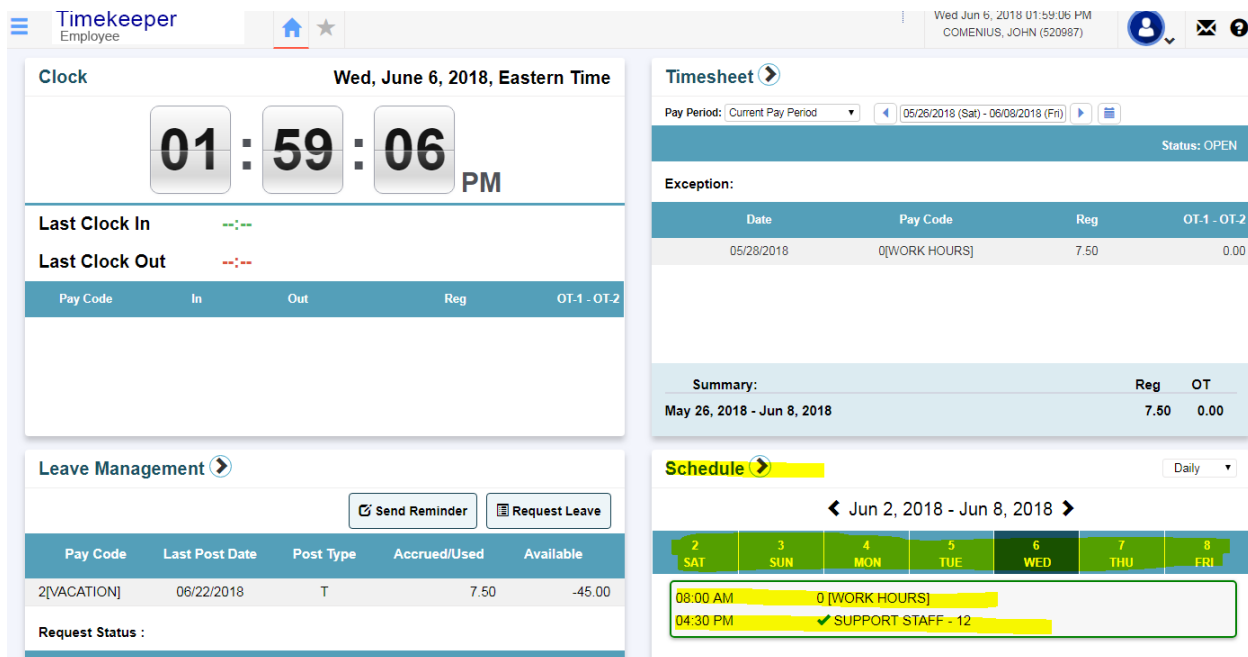
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#### 4. Click “Timekeeper”



#### 5. Go to your “Schedule” icon located underneath the timesheet to see your daily schedule. You can click on any day of the week to see your schedule for that day.



**Timekeeper Employee**

Wed Jun 6, 2018 01:59:06 PM  
COMENIUS, JOHN (520987)

**Clock** Wed, June 6, 2018, Eastern Time

**01 : 59 : 06 PM**

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

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

**Leave Management**

Send Reminder Request Leave

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
2[VACATION]	06/22/2018	T	7.50	-45.00

Request Status :

**Timesheet**

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

Status: OPEN

Exception:

Date	Pay Code	Reg	OT-1 - OT-2
05/28/2018	0[WORK HOURS]	7.50	0.00

Summary:

Period	Reg	OT
May 26, 2018 - Jun 8, 2018	7.50	0.00

**Schedule** Daily

Jun 2, 2018 - Jun 8, 2018

2 SAT	3 SUN	4 MON	5 TUE	6 WED	7 THU	8 FRI
08:00 AM - 04:30 PM	0 [WORK HOURS]					

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