

# MORAVIAN UNIVERSITY

## HOW TO SEE STUDENT WORKERS IN TIMESHEETS

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)

3. Click on “Login”

Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
  
[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.

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## 4. Click "Timekeeper"

HOME MY SELF **TIMEKEEPER** MY COMPANY

home

Dashboard

Add/Remove Widgets

Welcome to Moravian's HR portal!

Welcome

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

Have you given a #MOPAW lately?

#MyMoPaw

Find out how to give a MoPaw, where to get them, what to do if you receive one, and more here!

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. Find the "My Team" tab located under the person icon in the right hand corner of the screen. Click "My Team"

Timekeeper Employee

Wed Jun 6, 2018 02:04:19 PM

BENIGNA, HENRIETTA (520986)

02:04:19 PM

Last Clock In --:--

Last Clock Out --:--

Message Private Message

1 / 1

Leave Management

Send F

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

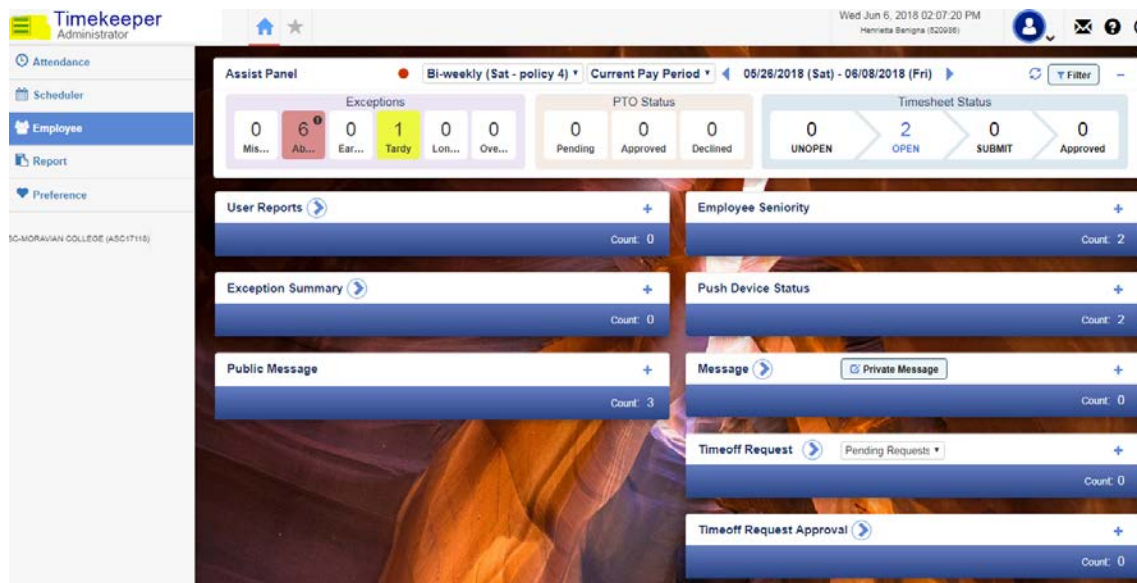
Request Status :

Date	Pay Code	Days	Status
-	-	-	-
-	-	-	-

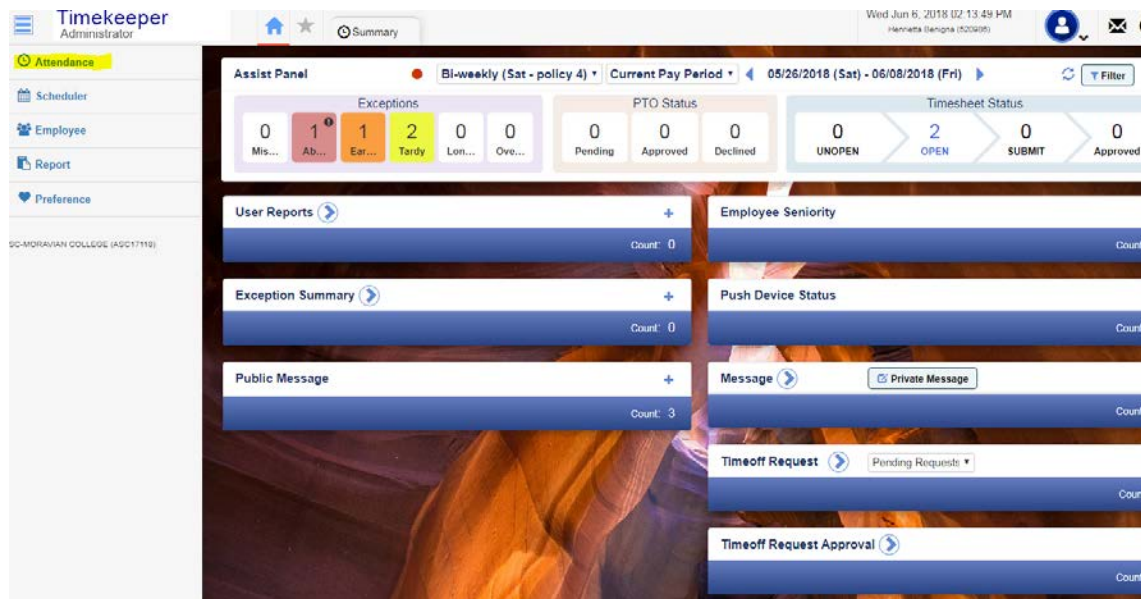
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6. Click on the Hamburger icon located in the top left hand corner



7. Click on "Attendance" then "Timesheets"



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8. Change the "Pay Period" to the correct date by clicking on the drop down menu.

The screenshot displays the 'Timesheet' application interface. At the top, the 'Pay Period' is set to 'Bi-weekly (Sat - policy 4)' and the 'Current Pay Period' is '06/09/2018 (Sat) - 06/22/2018 (Fri)'. The status is 'UNOPEN'. On the left, a sidebar shows a search for employees, with two results: 'MANAGER, TEST' and 'MASCOT, BENNY'. The main area features a table with columns for 'Audit', 'Note', 'Date', 'Pay Code', 'In', 'In Exp', 'Out', 'Out Exp', 'Reg', 'OT-1', 'OT-2', and 'Daily'. Below the table, there are sections for 'Timesheet Summary' and 'Time Distribution Summary'.

9. You will now be able to toggle back and forth between pay periods to see employees or student workers

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