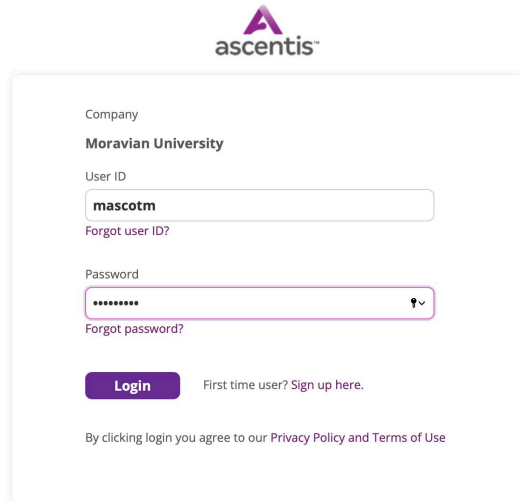


# MORAVIAN UNIVERSITY

## HOW TO VIEW YOUR DIRECT REPORT(S) ACCRUAL BALANCES

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)



The screenshot shows the Ascentis login interface. At the top is the Ascentis logo. Below it, the company name "Moravian University" is displayed. The "User ID" field contains the text "mascotm". Below the User ID field is a link for "Forgot user ID?". The "Password" field is masked with asterisks and has a visibility toggle icon on the right. Below the Password field is a link for "Forgot password?". A purple "Login" button is present, with a link for "First time user? Sign up here." below it. At the bottom of the form, there is a line of text: "By clicking login you agree to our Privacy Policy and Terms of Use".

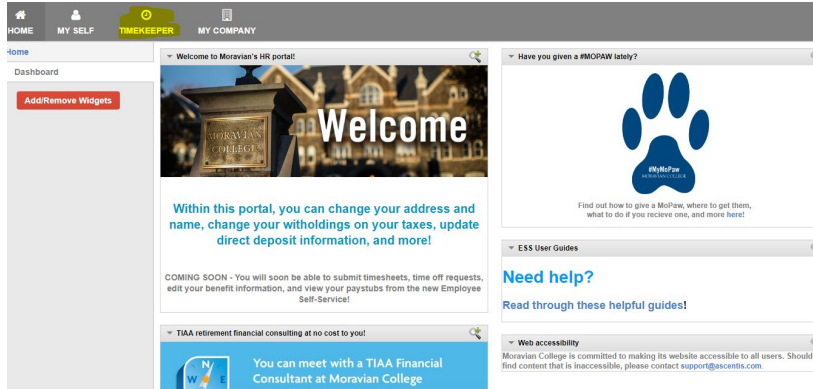
Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.  
Copyright © Ascentis Corporation. All rights reserved.

3. Click on “Login”

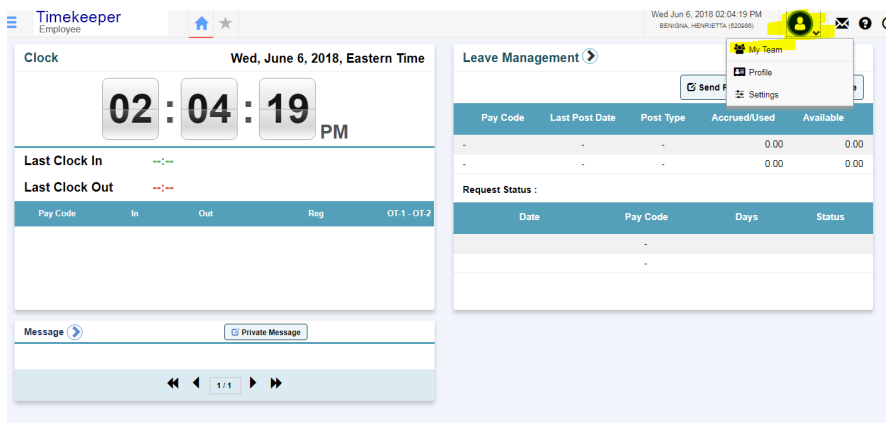
Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

# MORAVIAN UNIVERSITY

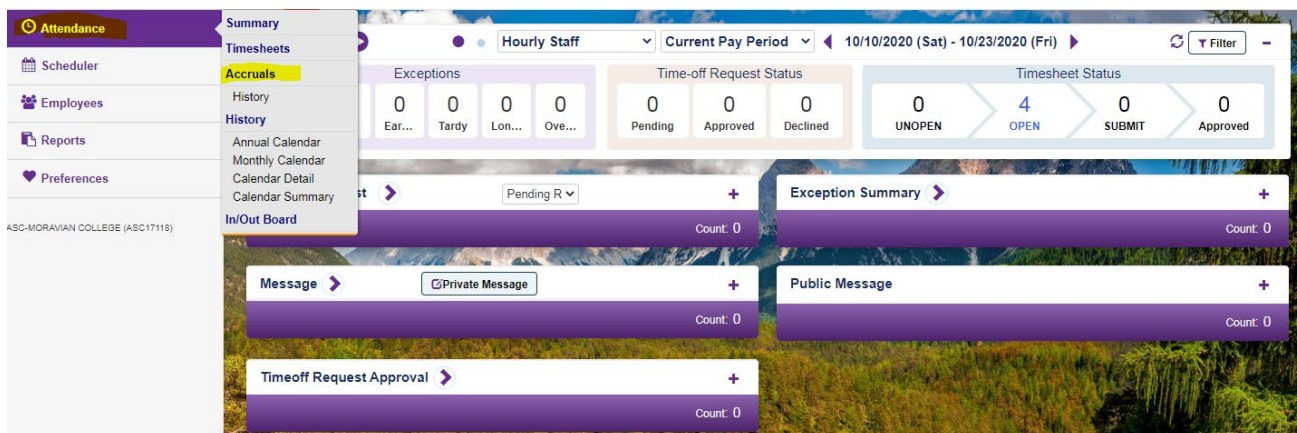
## 4. Click “Timekeeper”



## 5. Find the “My Team” tab located under the person icon in the right hand corner of the screen. Click “My Team”



## 6. Hover over “Attendance” and then click “Accruals”



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# MORAVIAN UNIVERSITY

## 7. Find your employee in the list located at the top left of your page

Active

Search:

All

NAME	ID #
MANAGER, TEST	123456
COMENIUS, JOHN	520987
STUDENT, TEST	521011
COACH, TEST	521090
TEST, COACH	521160
COACH, TEST	521161

1

Accruals

MANAGER, TEST - 123456 [Goto Timesheets](#) [Goto Schedule](#)

PR Dept: 19310 EE Type: 023 Pay Policy: 7 Shift Number: 3 Pay Category: 59 Holiday Rule: 5

History

Sort by: Post Date

Filter by: Date Range From To

[Add Filter](#) [Apply Filter](#) [Clear Filter](#)

Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Activity Date	Notes
[2]VAC	10/15/2020	S	10.00	160.00	10/16/2020	System Accrual Hours
[4]JURY	01/01/2020	S	75.00	75.00	01/03/2020	System Accrual Hours
[5]BRVM	01/01/2020	S	75.00	75.00	01/03/2020	System Accrual Hours

## 8. Here you can see the available accrual balance

MANAGER, TEST - 123456 [Goto Timesheets](#) [Goto Schedule](#)

PR Dept: 19310 EE Type: 023 Pay Policy: 7 Shift Number: 3 Pay Category: 59 Holiday Rule: 5

History

Sort by: Post Date

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