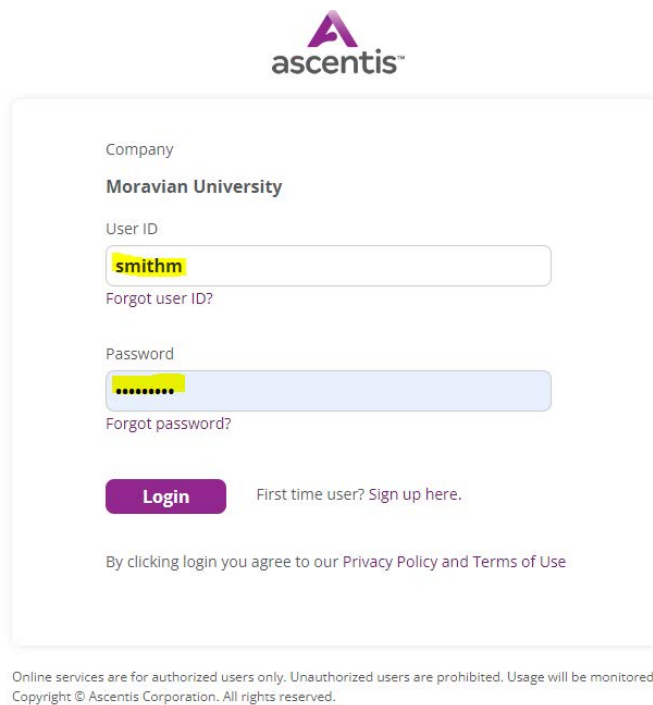


# MORAVIAN UNIVERSITY

## HOW TO APPROVE TIME SHEETS

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 "smithm". Below the User ID field is a link for "Forgot user ID?". The "Password" field is masked with dots. Below the Password field is a link for "Forgot password?". A purple "Login" button is visible, with a link for "First time user? Sign up here." below it. At the bottom of the form, there is a disclaimer: "By clicking login you agree to our Privacy Policy and Terms of Use".

Company  
Moravian University

User ID  
smithm  
Forgot user ID?

Password  
.....  
Forgot password?

Login First time user? Sign up here.

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 the HRportal in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

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## 4. Click "Timekeeper"

The screenshot shows the Moravian University HR portal. At the top, the Moravian University logo is displayed. Below the logo, there is a navigation bar with the following items: Home, My Self, Timekeeper (highlighted in yellow), and My Company. On the left side, there is a sidebar menu with the following items: Personal Information, Family Members, Benefits, My Paycheck, My Attachments, and Company Links. The main content area is titled 'Personal Information' and contains a list of links: Personal Information, Emergency Contacts, DMV, Faculty Information, Survey Data, Compliance, Campus Location, Jenzabar ID, Moravian Job Info, Background Checks, Training, COVID Vaccine Status, and Adjunct Information.

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

The screenshot shows the Ascentis HR portal. At the top, the Ascentis logo is displayed. Below the logo, there is a navigation bar with the following items: Home, a star icon, and the date and time: Fri May 27, 2022 08:38:31 AM. On the right side, there is a user profile icon with a dropdown menu. The dropdown menu has the following items: My Team (highlighted in yellow with a blue arrow pointing to it), Profile, and Settings. The main content area is divided into two sections: 'Clock' and 'Leave Management'. The 'Clock' section shows the current time as 08:38:30 AM on Fri, May 27, 2022, Eastern Time. Below the clock, there are fields for 'Last Clock In' and 'Last Clock Out'. The 'Leave Management' section shows a table with the following columns: Pay Code, Code, Last Post..., Post Type, Accrued..., Available, and Notes. The table has one row with the following data: 2[VACATI..., NOVAC, 03/17/2022, U, 0.00, 9.38Pay cate... Below the table, there is a 'Request Status' section with a table that has the following columns: Date, Pay Code, Days, and Status. The table has one row with the following data: -, -, -.

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

7. Verify you are looking at the correct pay period and then click on the employee you would like to view.

ID	Name	Sch.Hr	Reg.Hr	OT-1	OT-2	Apprv Grp	REGH	OT-1	OT-2	Timesheet Status
520987	COMENIUS, JOHN	85.00	7.50	0.00	0.00	521005	7.50	0.00	0.00	OPEN
521090	COACH, TEST	85.00	80.00	0.00	0.00	521005	80.00	0.00	0.00	OPEN
521160	TEST, COACH	0.00	0.00	0.00	0.00					OPEN
521161	COACH, TEST	0.00	0.00	0.00	0.00					OPEN

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8. Review punches and correct any missed punches by clicking on the time and editing. You can see the total number of hours worked under "Totals" at the bottom.

Once verified, click "Approve" in the top right corner to approve the timesheet.

Pay Period: Hourly Staff | Current Pay Period | 05/21/2022 (Sat) - 06/03/2022 (Fri) | Status: OPEN | **Approve** | Approval Groups: (Supervis

**Timesheet** COACH, TEST - 521090

Save | Delete | Undo | Recalculate | Insert / Repost | Hourly | More Functions

	Audit	Note	Date	Pay Code	In	In Exp	Out	Out Exp	Reg	OT-1	OT-2	Daily Hours
<input type="checkbox"/>			Mon 05/23/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Tue 05/24/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Wed 05/25/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Thu 05/26/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Fri 05/27/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Mon 05/30/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Tue 05/31/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Wed 06/01/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Thu 06/02/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>			Fri 06/03/2022	0[WORK HOURS]	08:00 AM		04:00 PM	E 30	8.00	0.00	0.00	8.00
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												

**Timesheet Summary**

Group By: Pay Code + Supervisor + Pay Rate

Pay Code - Supervisor	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay Rate	Reg Pay	OT-1 Pay	OT-2 Pay	Premium P
0 [WORK HOURS] - 521005 [Amos Comenius]	80.00	0.00	0.00	80.00	\$0.0000	\$0.0000	***	***	***	***	**
<b>Totals</b>	<b>80.00</b>	0.00	0.00	80.00	\$0.0000	\$0.0000	***	***	***	***	**

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9. The green checkmark indicates that the timesheet has now been approved. Continue onto your next employee until you have viewed and approved all direct reports.

The screenshot shows the Ascentis HR portal interface. At the top, there is a navigation bar with the Ascentis logo, a home icon, a star icon, and tabs for 'Summary' and 'Timesheets'. The 'Timesheets' tab is active. Below the navigation bar, the 'Timesheet' section is displayed. It includes a 'Pay Period' dropdown set to 'Hourly Staff', a 'Current Pay Period' dropdown, and a date range selector for '05/21/2022 (Sat) - 06/03/2022 (Fri)'. There is also an 'Approval' section with 'Approval Groups: (Supervisor 521005)'. A green notification banner at the top of the main content area states: 'The timesheet was successfully approved on Friday, 05/27/2022 11:09 AM'. Below this, there is a header for the timesheet for 'COACH, TEST - 521090'. The main content is a table with columns: 'Audit', 'Note', 'Date', 'Pay Code', and 'In'. The table shows entries for dates from Mon 05/23/2022 to Mon 05/30/2022, all with a pay code of '0[WORK HOURS]' and an 'In' time of '08:00 AM'. On the left side, there is a sidebar with a search bar, a filter dropdown set to 'ALL TIMESHEETS', and a list of employees. The employee 'TEST, COACH' is highlighted in yellow, and a blue arrow points to this entry. The sidebar also shows 'Active Only' checked, 'Count: 4', and a 'Filter' button.

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