

MORAVIAN UNIVERSITY

HOW TO CHANGE AN EMPLOYEE'S CAMPUS LOCATION

1. Click on "MY TEAM" tab

The screenshot shows the Moravian University self-service portal. The navigation bar includes 'Home', 'My Self', 'My Team' (circled in red), 'Timekeeper', 'My Company', and 'Reporting'. The main content area is titled 'Professional Development' and features a 'Development and Training' banner. Below the banner, there is a section for 'Professional Development at Moravian University' with a list of on-demand opportunities for Faculty, Staff, and Students. To the right, there is a sidebar with 'Educational Benefits Policy & Form' and a 'Tuition Remission Approval Form' link. The footer includes 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

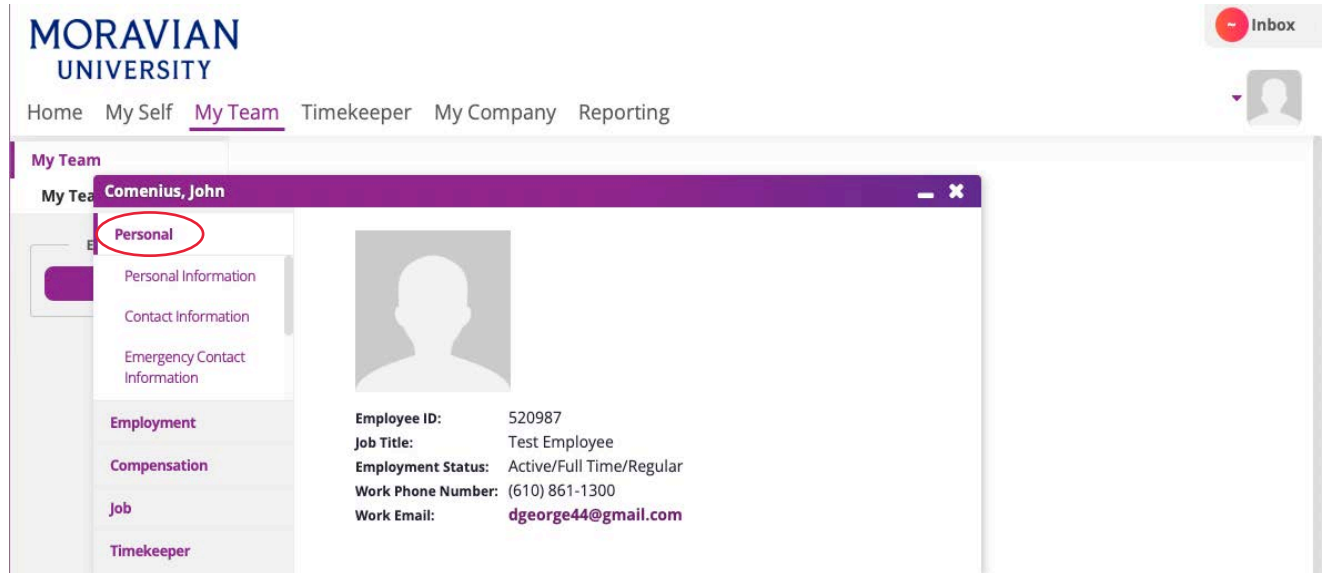
2. Click on the employee you would like to change under the "My Direct Reports" tab

The screenshot shows the Moravian University self-service portal with the 'My Team' tab selected. The left sidebar is titled 'My Team Home' and has an 'Employee Find' button. The main content area is titled 'My Direct Reports (2)' and shows a list of two employees. The first employee, 'Comenius, John', is highlighted with a red box. The second employee is 'Zinzendorf, Count v.'. Both employees are listed as 'Test Employee' with their respective active dates, phone numbers, and email addresses. The footer includes 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

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

MORAVIAN UNIVERSITY

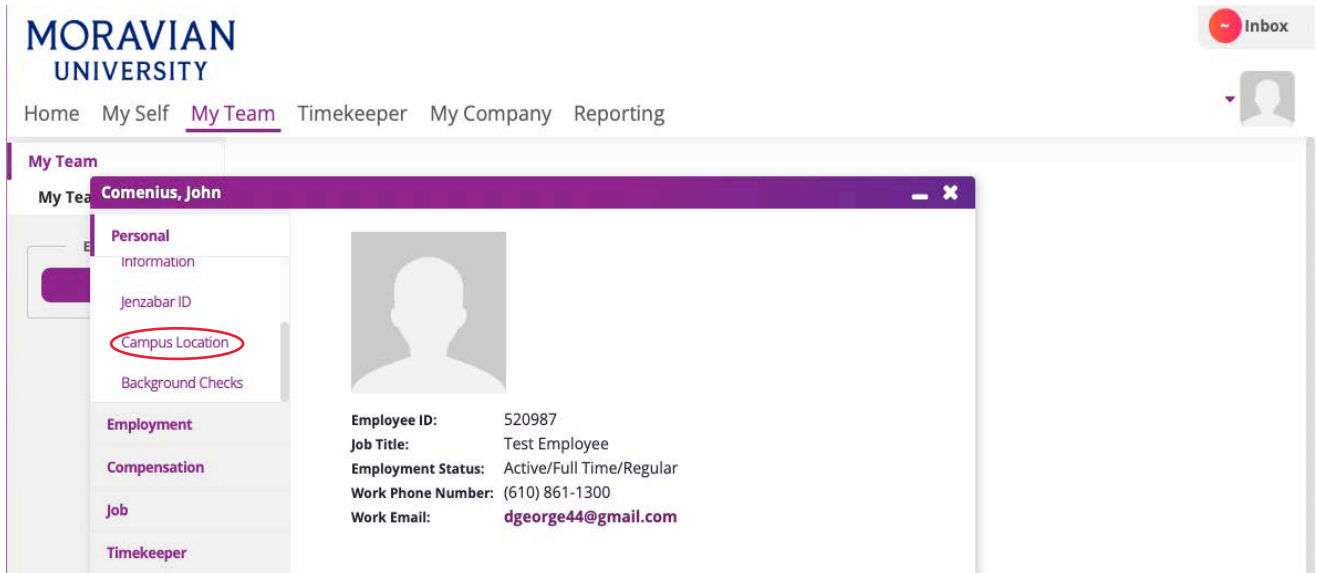
3. Click on "Personal" tab



The screenshot shows the Moravian University self-service portal. At the top, the logo and navigation menu are visible. The 'My Team' tab is active, and a window for 'Comenius, John' is open. In the left sidebar of this window, the 'Personal' tab is circled in red. The main content area shows a profile picture placeholder and a list of employee details.

Employee ID:	520987
Job Title:	Test Employee
Employment Status:	Active/Full Time/Regular
Work Phone Number:	(610) 861-1300
Work Email:	dgeorge44@gmail.com

4. Click on "Campus Location"



The screenshot shows the Moravian University self-service portal. At the top, the logo and navigation menu are visible. The 'My Team' tab is active, and a window for 'Comenius, John' is open. In the left sidebar of this window, the 'Campus Location' tab is circled in red. The main content area shows a profile picture placeholder and a list of employee details.

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MORAVIAN UNIVERSITY

5. Click "Change"

Comenius, John - Campus Location

Campus Location

Building
Comenius Hall

Floor/Room
1st floor

Last changed 05/31/2018 by George, Dior D.

Change Close

6. Change necessary information

Comenius, John - Campus Location

Campus Location

Building
Johnston Hall

Floor/Room
2nd floor

Last changed 05/31/2018 by George, Dior D.

Save Cancel

MORAVIAN UNIVERSITY

7. Click "Save"

The screenshot shows a web form titled "Comenius, John - Campus Location". The form has a purple header bar with the title and window control icons. Below the header, the form is titled "Campus Location". It contains two main sections: "Building" with a dropdown menu showing "Johnston Hall" and "Floor/Room" with a text input field containing "2nd floor". At the bottom right, there is a timestamp: "Last changed 05/31/2018 by George, Dior D.". At the bottom left, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

8. The Campus Location has now been updated

The screenshot shows the same web form as above, but with updated values. The "Building" dropdown menu now shows "Comenius Hall" and "Johnston Hall" (circled in red). The "Floor/Room" text input field now contains "1st floor" and "2nd floor" (circled in red). The timestamp at the bottom right remains "Last changed 05/31/2018 by George, Dior D.". At the bottom left, there are two buttons: "Change" and "Close".

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