# MORAVIAN
## UNIVERSITY

## HOW TO CHANGE AN EMPLOYEE'S CAMPUS LOCATION

1. **Click on "MY TEAM" tab**
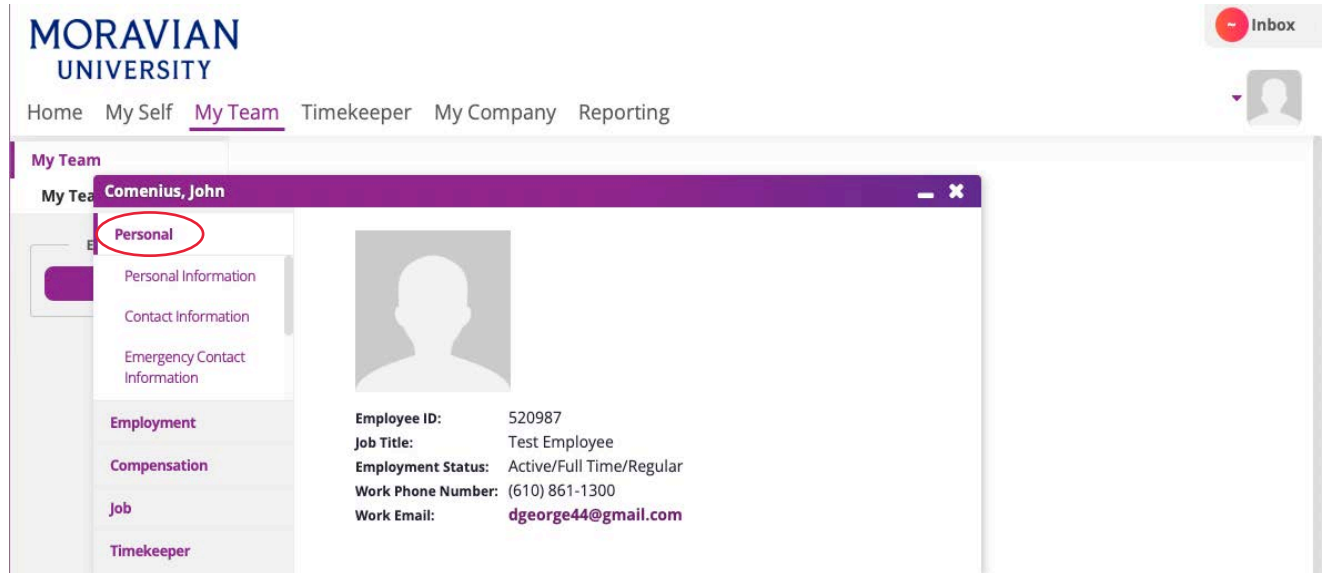


2. **Click on the employee you would like to change under the "My Direct Reports" tab**



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

### 3. Click on "Personal" tab
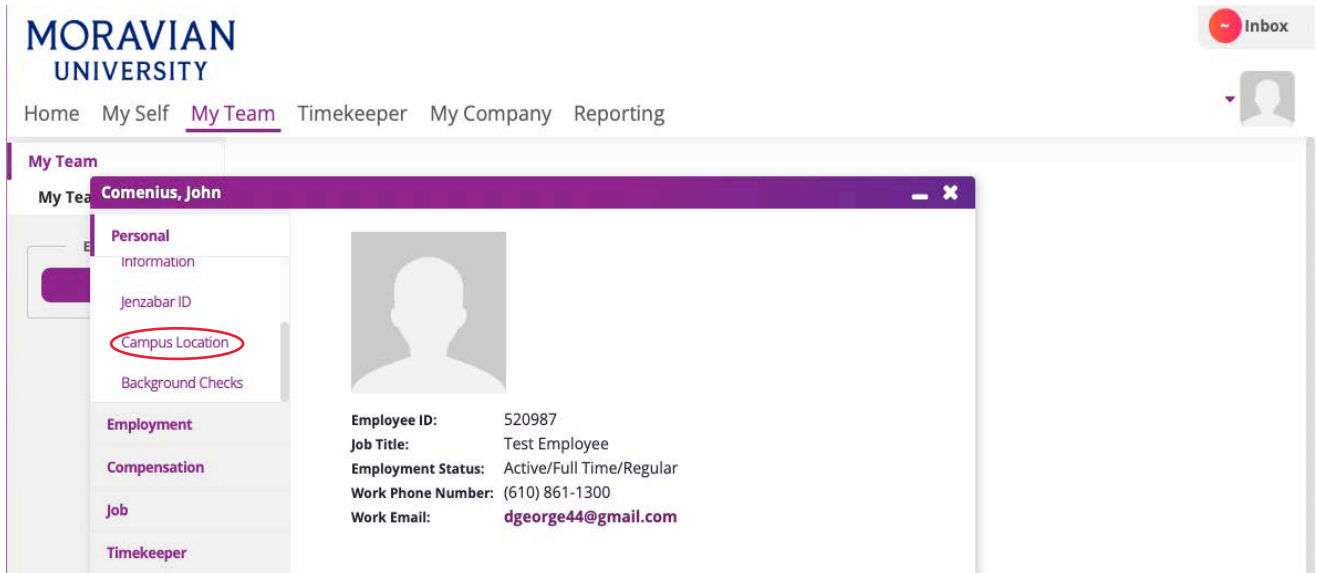


### 4. Click on "Campus Location"



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

## 5. Click "Change"



## 6. Change necessary information



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

## 7. Click "Save"



## 8. The Campus Location has now been updated



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