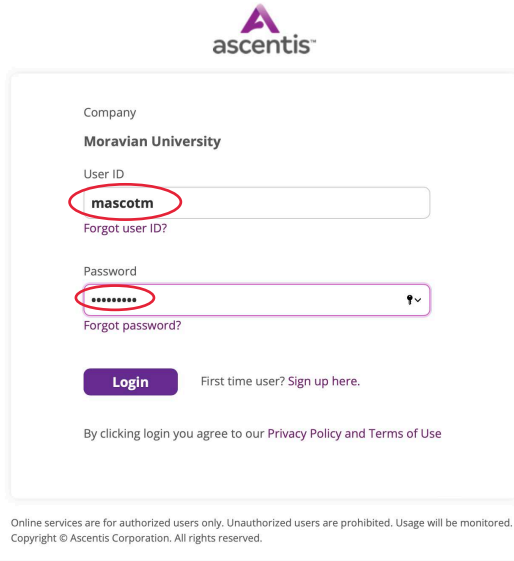


MORAVIAN UNIVERSITY

HOW TO CHANGE A TIMESHEET STATUS

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)



ascendis™

Company
Moravian University

User ID

Forgot user ID?

Password

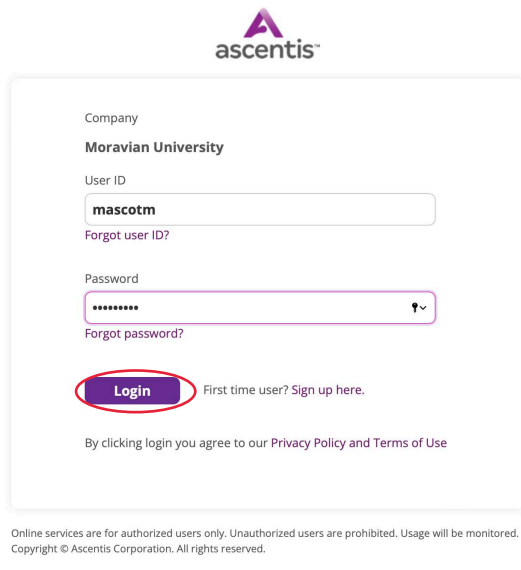
Forgot password?

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”



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Company
Moravian University

User ID

Forgot user ID?

Password

Forgot password?

Login First time user? Sign up here.

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

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4. Click "Timekeeper"

The screenshot shows the Moravian University Ascentis portal. The navigation menu at the top includes 'Home', 'My Self', 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. The 'Timekeeper' tab is circled in red. The main content area features a 'Development and Training' section with a blue starburst graphic and text about professional development opportunities. To the right, there is a 'Tuition Remission Approval Form' section. The footer includes 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

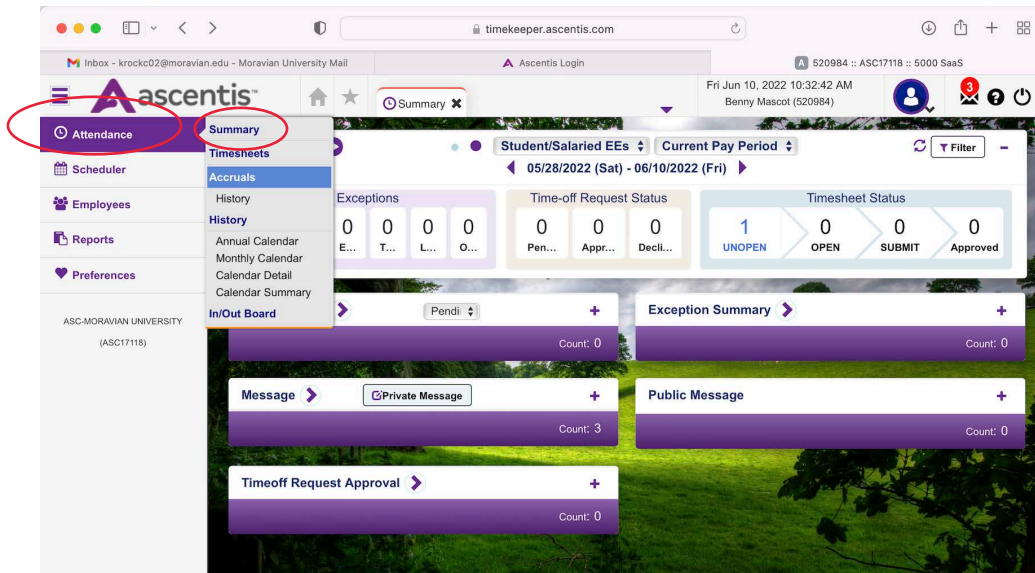
5. Find the "My Team" tab located under the person icon in the right hand corner of the screen. Click "My Team"

The screenshot shows the Ascentis portal interface. The top navigation bar includes the Ascentis logo, a home icon, a star icon, and the user's name 'MASCOT, BENNY (520984)'. The user menu is open, showing options for 'My Team', 'Profile', and 'Settings'. The 'My Team' option is circled in red. The main content area is divided into two sections: 'Clock' and 'Timesheet'. The 'Clock' section shows the current time as 10:13:44 AM and includes a 'Punch' button. The 'Timesheet' section shows a table with columns for Date, Pay Code, In, Out, Reg, and OT-1 - OT-2. A summary row at the bottom of the timesheet shows 'Reg' as 0.00 and 'OT' as 0.00 for the period 'Jun 4, 2022 - Jun 17, 2022'.

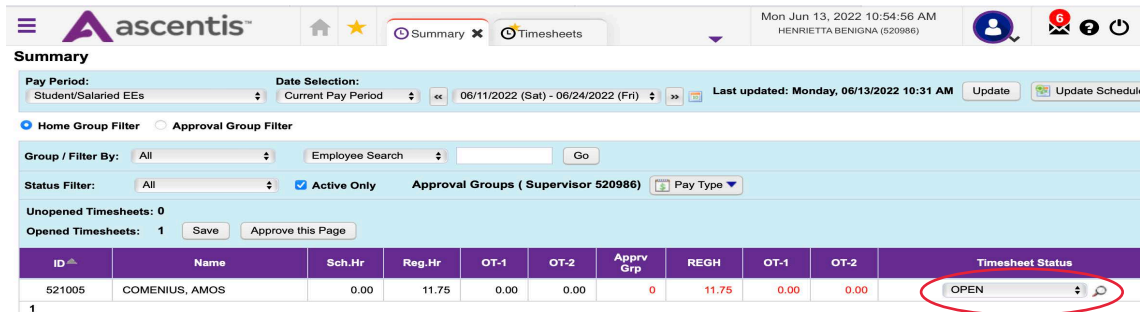
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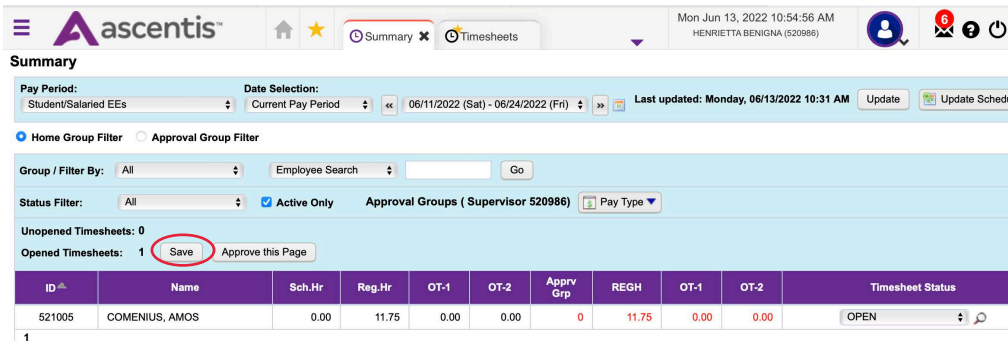
6. Hover over "Attendance" and then click "Summary"



7. Click on the timesheet status drop down and change.



8. Click "Save"



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