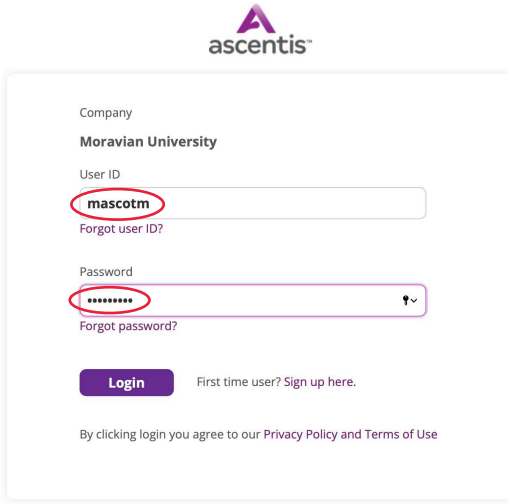


# MORAVIAN UNIVERSITY

## HOW TO EDIT TIMESHEETS FOR YOUR DIRECT REPORTS

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?](#)

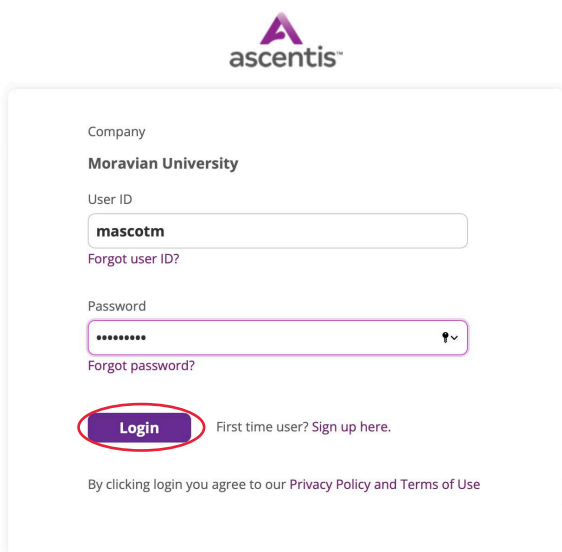
Password  
  
[Forgot password?](#)

**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.  
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3. Click on “Login”



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.  
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## 4. Click "Timekeeper"

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Home My Self My Team **Timekeeper** My Company Reporting

Professional Development

### Development and Training

Professional Development at Moravian University

Moravian University is excited to partner with *Academic Impressions* to bring higher education-specific professional and leadership development to our institution.

Get started with one of the below on-demand opportunities:

- Faculty: Removing Barriers to Student Learning: Inclusive Syllabi Assignments; Faculty Voice: Strategies to Improve Your Online Course Communication
- Staff: Designing Creative Solutions for Your Toughest Challenges; Integrating Inclusivity into Your Leadership Philosophy
- Students: Time Management: Focusing on Your Priorities and Purpose

Educational Benefits Policy & Form

### Tuition Remission Approval Form

Tuition Remission Approval Form - Requires AMOS log in

Educational Benefits Policy - Policy and tuition remission procedure currently in review

Privacy Policy and Terms of Use 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"

ascentis

Fri Jun 10, 2022 10:13:44 AM  
MASCOT, BENNY (520984)

My Team  
Profile  
Settings

### Clock

Fri, June 10, 2022, Eastern Time

10:13:44 AM

Punch

Last Clock In: --:--

Last Clock Out: --:--

Pay Code	In	Out	Reg	OT-1 - OT-2
----------	----	-----	-----	-------------

### Timesheet

Pay Period: Current Pay Period

Status: OPEN

#### Exception:

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
------	----------	----	-----	-----	-------------

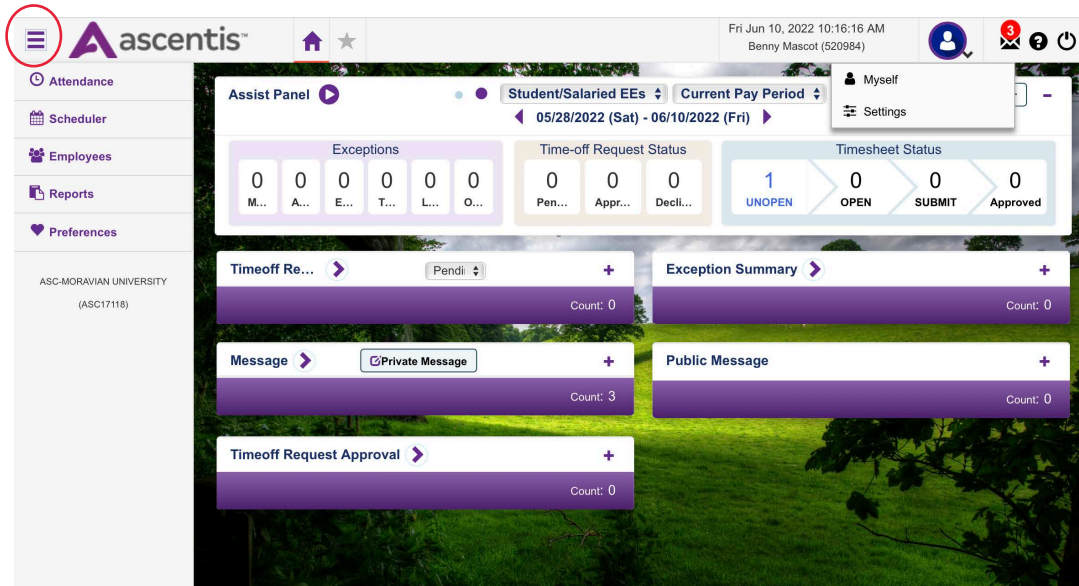
#### Summary:

	Reg	OT
Jun 4, 2022 - Jun 17, 2022	0.00	0.00

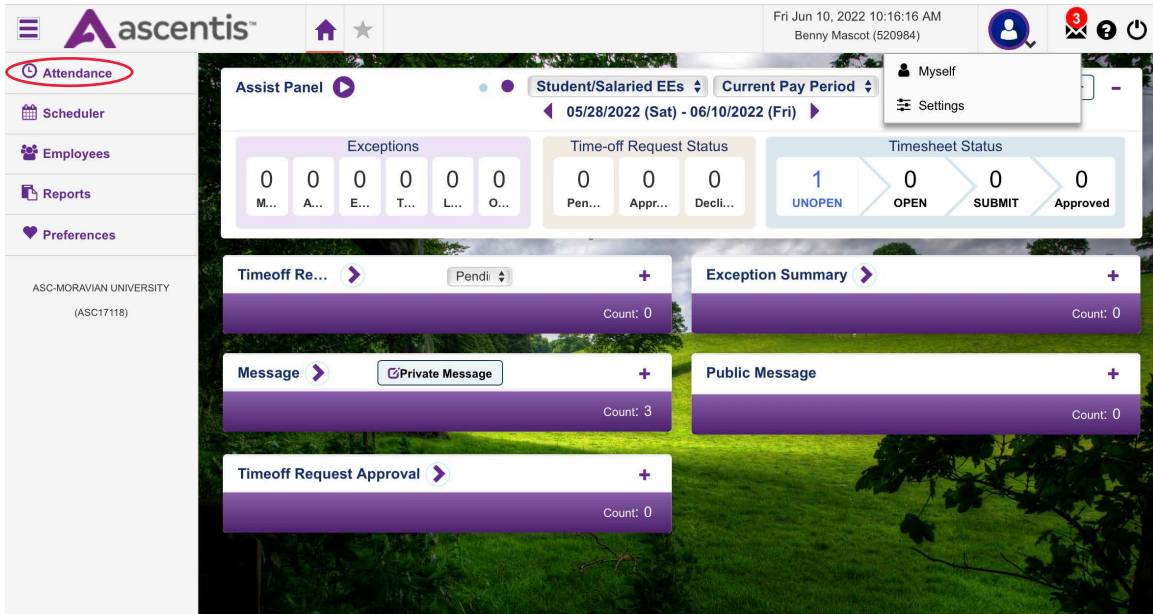
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6. Click on the Hamburger icon located in the top left hand corner



7. Click on "Attendance"



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# MORAVIAN UNIVERSITY

## 8. Click on employee you would like view

The screenshot shows the Ascentis Summary page. At the top, there are navigation tabs for Summary and Timesheets. Below that, there are filters for Pay Period, Date Selection, and Group Filter. A table lists employees with columns for ID, Name, Sch. Hr, Reg. Hr, OT-1, OT-2, Appro. Exp, REGH, OT-1, OT-2, and Timesheet Status. The row for 'COMENIUS, AMOS' with ID '521005' is circled in red.

## 9. Review punches. If one should be added, click "Insert/Repost"

The screenshot shows the Ascentis Timesheet page for employee 'COMENIUS, AMOS'. The page displays a table of punches with columns for Audit, Note, Date, Pay Code, In, In Exp, Out, Out Exp, and Reg. The 'Insert / Repost' button is circled in red.

## 10. Put in the correct time and date and click "OK"

Insert/Repost Punches

Select Date/Time Information

	Date	Time	Notes
1.	Sun 06/19/2022	2:30pm	✖
2.	Sat 06/11/2022		✖
3.	Sat 06/11/2022		✖
4.	Sat 06/11/2022		✖
5.	Sat 06/11/2022		✖
6.	Sat 06/11/2022		✖
7.	Sat 06/11/2022		✖
8.	Sat 06/11/2022		✖

Note: To INSERT one or more punches, please fill in the information in the table. Otherwise, please hit [OK] to REPOST a Pay Period.

OK
Cancel

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## 11. The new record will now show

Audit	Note	Pay Matrix	Date	Pay Code	In	In Rnd	In Exp	Out	Out Rnd	Reg	OT-1
			Mon 06/18/2018	0[WORK HOURS]	09:32 AM	09:30AM		11:19 AM	11:15AM	1.75	0.00
			Tue 06/19/2018	0[WORK HOURS]	07:00 AM	07:00AM		02:30 PM	02:30PM	7.50	0.00
			Tue 06/19/2018	0[WORK HOURS]	03:00 PM	03:00PM	M 30			0.00	0.00

### Timesheet Summary

Group By: Pay Code + PR Dept. + Pay Rate

## 12. If a punch needs to be edited, click on the punch

Save Delete Undo Recalculate Insert / Repost Hourly More Functions

Audit	Note	Pay Matrix	Date	Pay Code	In	In Rnd	In Exp	Out	Out Rnd	Reg	OT-1
			Mon 06/18/2018	0[WORK HOURS]	11:18 AM	11:15AM	T318			0.00	0.00

### Timesheet Summary

Group By: Pay Code + PR Dept. + Pay Rate

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## 13. Type in new time (NOTE: Make sure to type in AM or PM)

The screenshot shows a timesheet interface with a toolbar at the top containing buttons for Save, Delete, Undo, Recalculate, Insert / Repost, Hourly, and More Functions. Below the toolbar is a table with columns: Audit, Note Pay Matrix, Date, Pay Code, In, In Rnd, In Exp, Out, Out Rnd, Reg, and OT-1. The first row of data shows: Date: Mon 06/18/2018, Pay Code: 0[WORK HOURS], In: 11:30 AM, In Rnd: 11:15AM, In Exp: T318, Out: (red box), Out Rnd: (red box), Reg: 0.00, OT-1: 0.00. Below the table is a collapsed section labeled "Timesheet Summary".

## 14. Click "Save"

This screenshot is identical to the previous one, but the "Save" button in the toolbar is highlighted in yellow, indicating it has been clicked.

## 15. Your new punch is now recorded.

The screenshot shows a green notification bar at the top stating "The timesheet was saved successfully." Below this, the timesheet interface is shown with the "Save" button highlighted. The table data is updated: In: 11:30 AM, In Rnd: 11:30AM, In Exp: T320, Out: (red box), Out Rnd: (red box), Reg: 0.00, OT-1: 0.00. Below the table is a collapsed section labeled "Timesheet Summary".

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