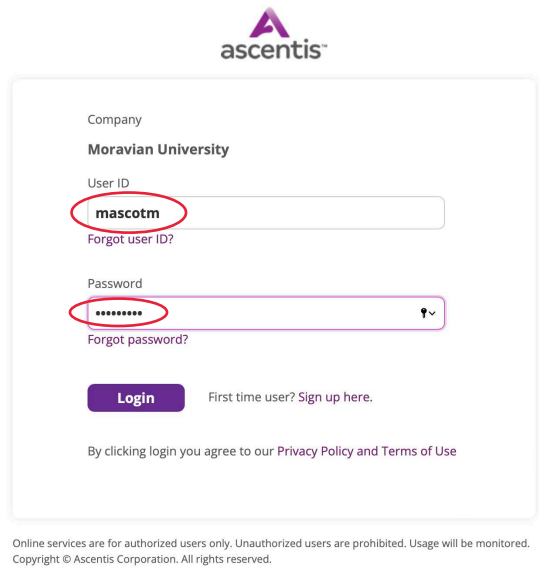


MORAVIAN UNIVERSITY

HOW TO INPUT SICK, VACATION OR PERSONAL TIME FOR YOUR DIRECT REPORT(S)

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

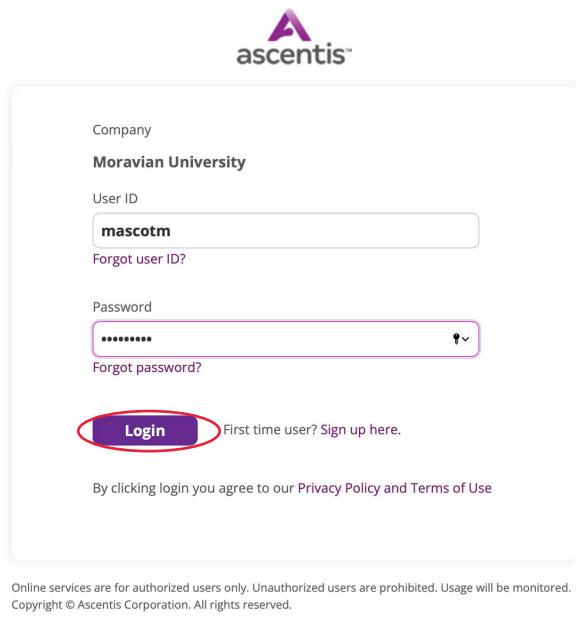
Forgot password?

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”



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.

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

4. Click “Timekeeper”

MORAVIAN UNIVERSITY

Inbox What's New

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

Edit Widgets

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

Status: OPEN

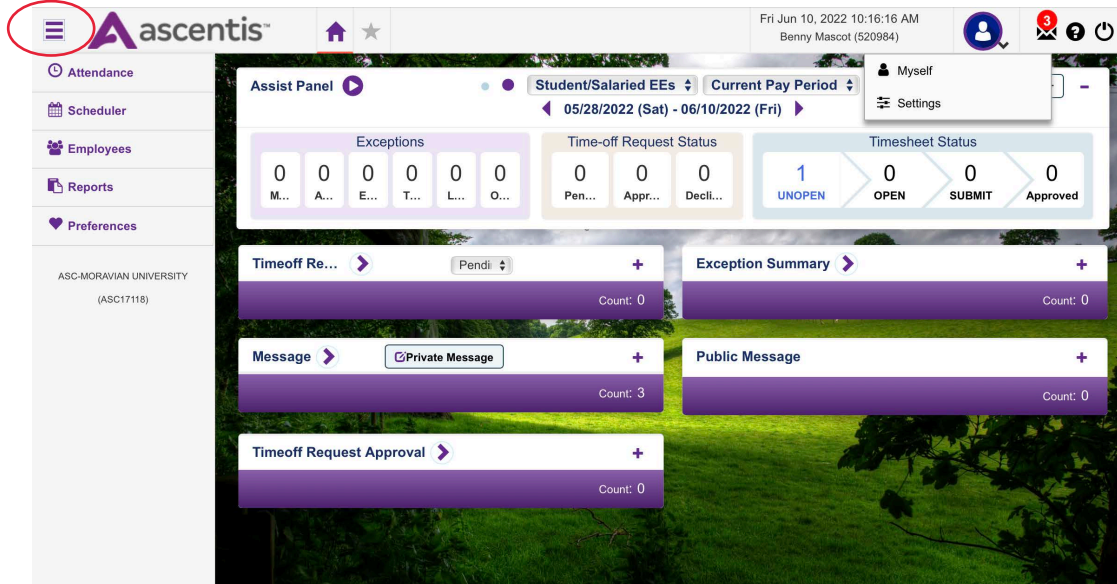
Exception:

Date	Pay Code	In	Out	Reg	OT-1	OT-2	
Summary:						Reg	OT
Jun 4, 2022 - Jun 17, 2022						0.00	0.00

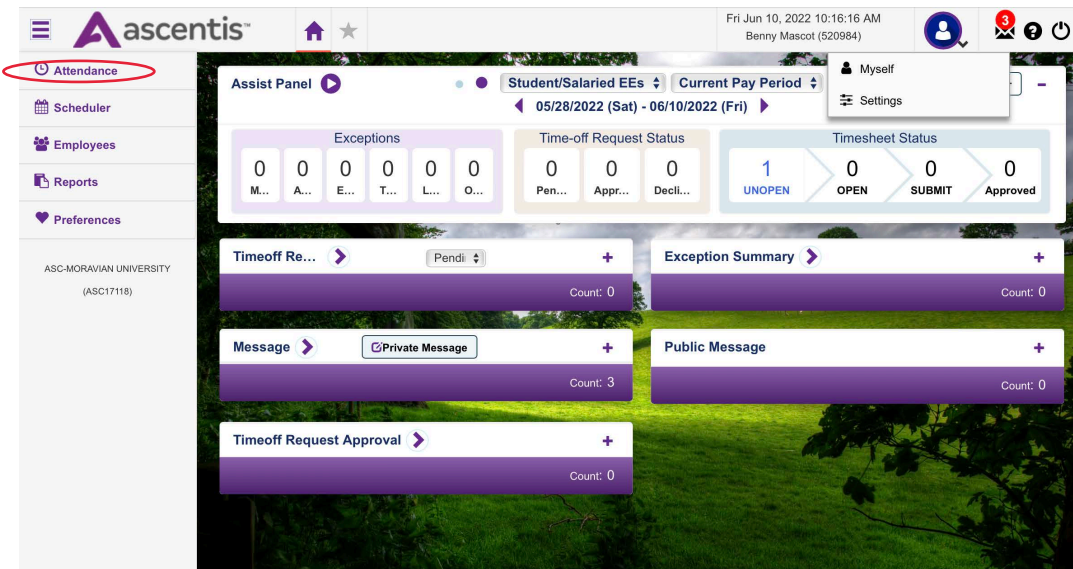
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

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



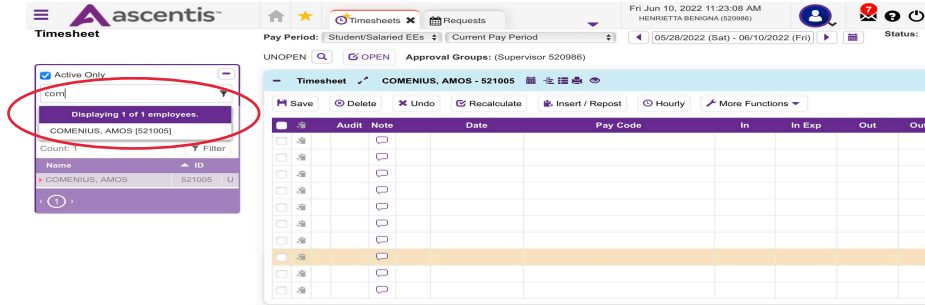
7. Hover over "Attendance" and click "Timesheets"



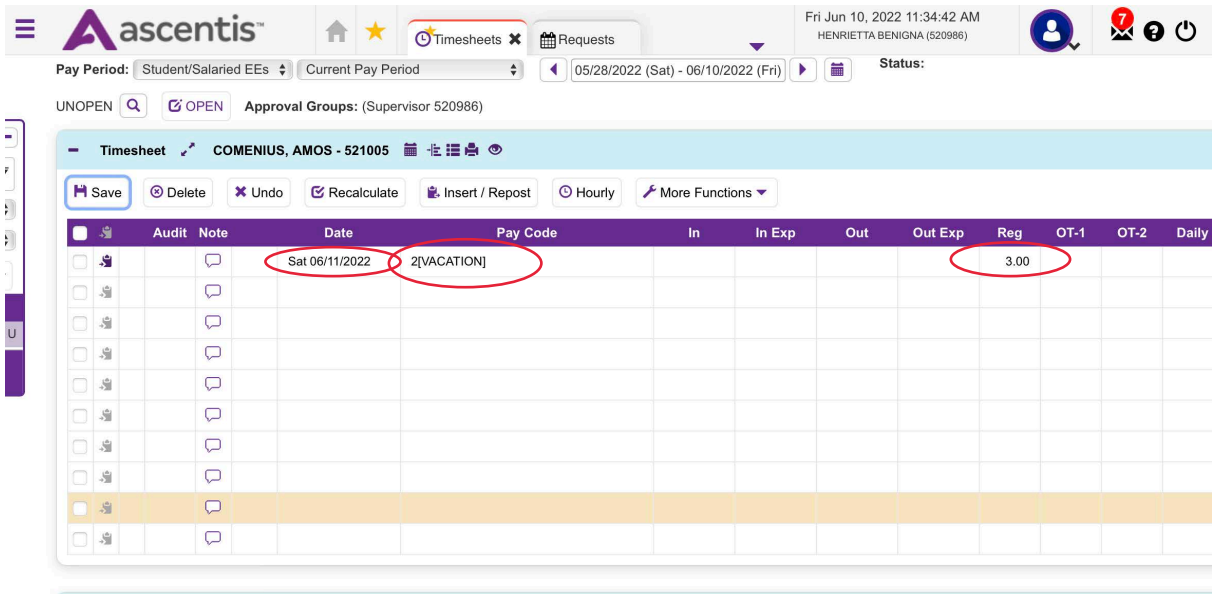
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

8. Search for the employee you would like to view



9. In a new line select a date, pay code (vacation/personal, etc) and in the "Reg" column put the amount of hours taken.



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

10. Press "Save"

The screenshot shows the Ascentis Timesheet interface. The top navigation bar includes the Ascentis logo, a home icon, a star icon, and tabs for 'Timesheets' and 'Requests'. The user's name 'HENRIETTA BENIGNA (520986)' and the date 'Fri Jun 10, 2022 11:28:24 AM' are displayed. Below the navigation bar, the 'Pay Period' is set to 'Student/Salaried EEs' and 'Current Pay Period' is '05/28/2022 (Sat) - 06/10/2022 (Fri)'. The 'Approval Groups' section shows '(Supervisor 520986)'. The main area is titled 'Timesheet' for 'COMENIUS, AMOS - 521005'. A toolbar contains buttons for 'Save', 'Delete', 'Undo', 'Recalculate', 'Insert / Repost', 'Hourly', and 'More Functions'. The 'Save' button is circled in red. Below the toolbar is a table with columns: Audit, Note, Date, Pay Code, In, In Exp, Out, Out Exp, Reg, OT-1, OT-2, and Daily. The first row shows '2[VACATION]' in the 'Pay Code' column and '3.00' in the 'Reg' column.

11. The timesheet has now been saved and the hours will appear

This screenshot is identical to the previous one, showing the Ascentis Timesheet interface. The 'Save' button is circled in red. The table below the toolbar shows the following data:

Audit	Note	Date	Pay Code	In	In Exp	Out	Out Exp	Reg	OT-1	OT-2	Daily
			2[VACATION]					3.00			

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