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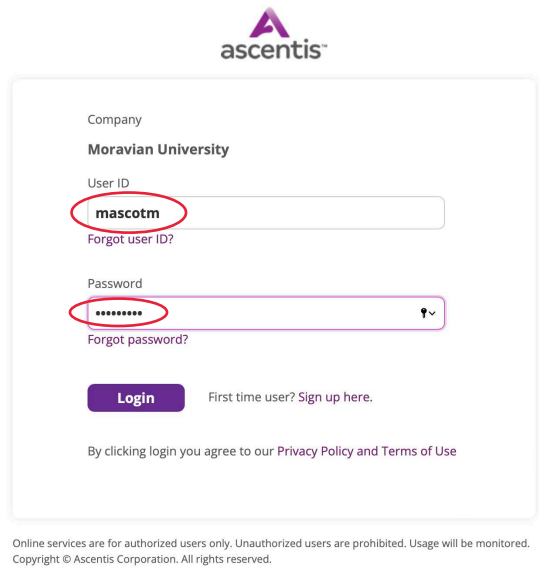## UNIVERSITY

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

1. **Go to: 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)**

3. **Click on "Login"**

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"

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

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6. Click on the Hamburger icon located in the top left hand corner
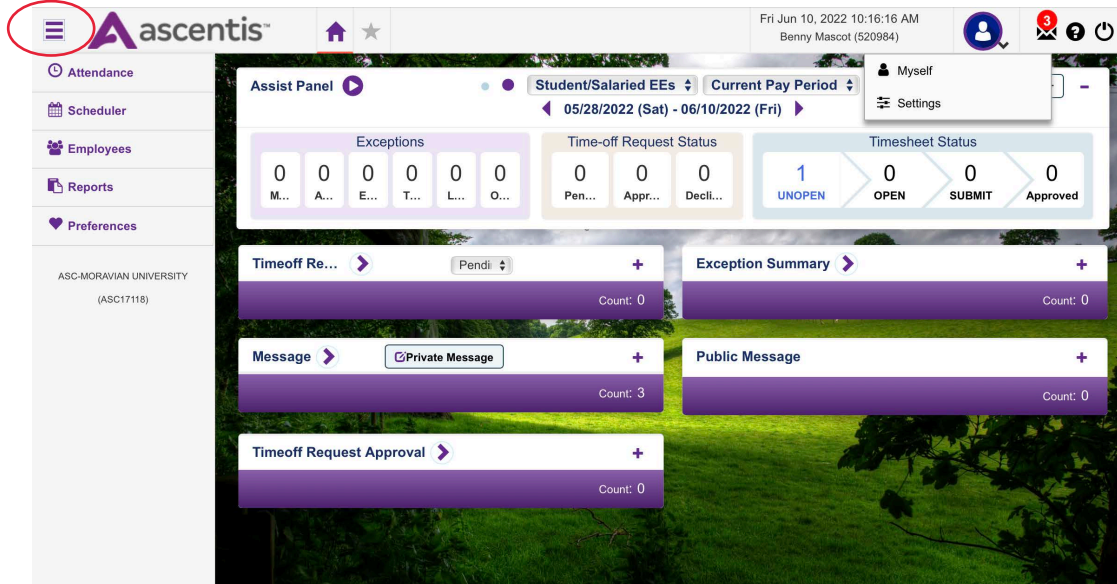
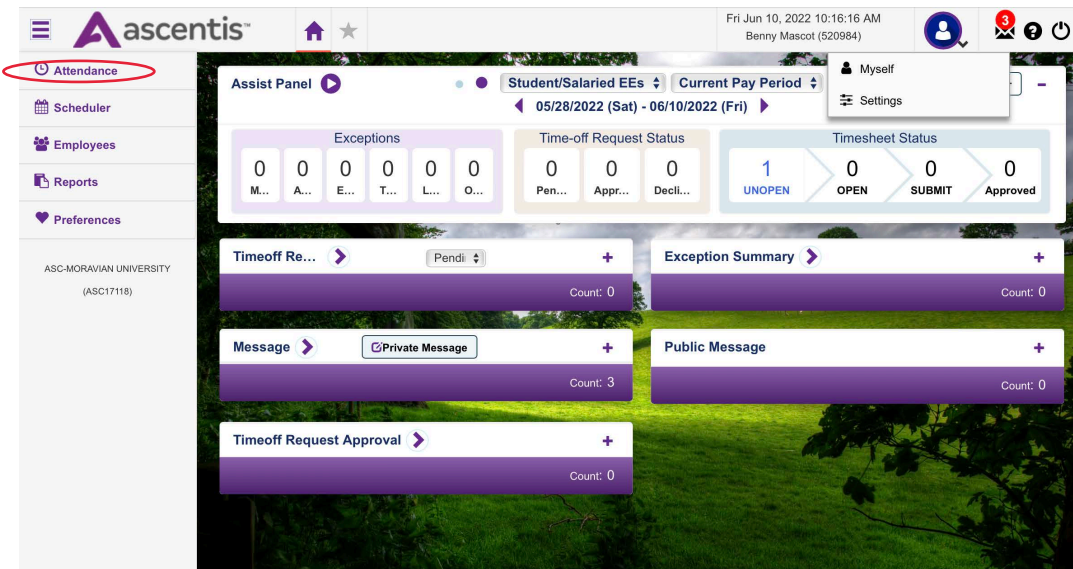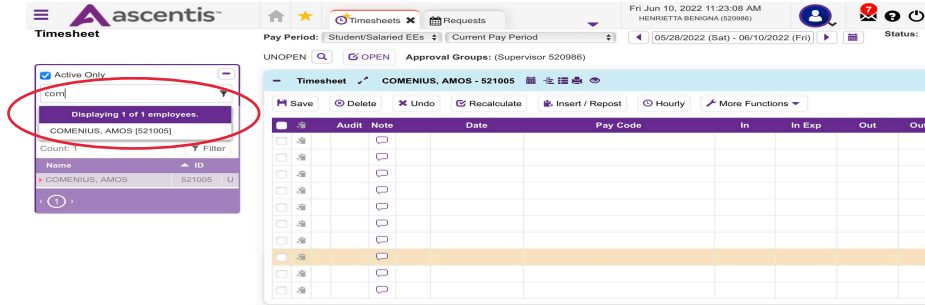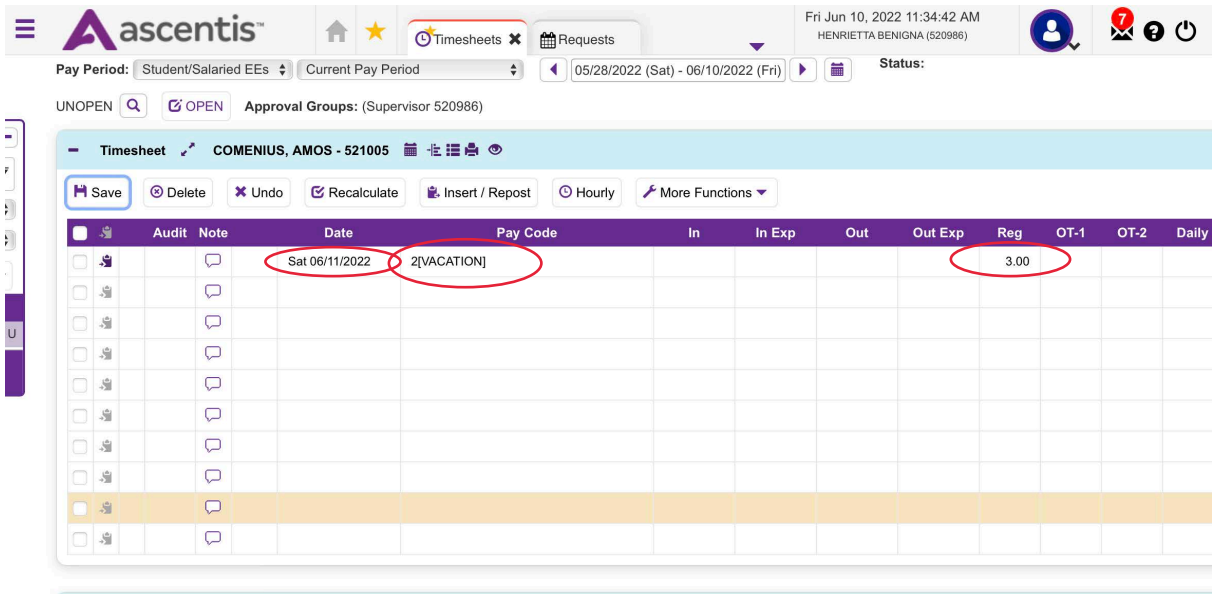**7. Hover over "Attendance" and click "Timesheets"**

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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.**

10. Press "Save"

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

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