

# MORAVIAN UNIVERSITY

## HOW TO PUNCH OUT (STUDENT WORKERS)

*Punching out means you are punching out for the day, punching out of work to go to a lunch or break or punching out of one department to go work for another*

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)

Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
mascotm  
[Forgot user ID?](#)

Password  
.....  
[Forgot password?](#)

**Login**

First time user? [Sign up here.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.  
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3. Click on “Login”

Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
mascotm  
[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](mailto:HR@moravian.edu) or call 610-861-1527.

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## 4. Click "Timekeeper"

The screenshot shows the Moravian University HR portal dashboard. At the top, there are navigation tabs: HOME, MY SELF, TIMEKEEPER (highlighted in green), and MY COMPANY. Below the navigation, there is a "Welcome to Moravian's HR portal!" message with a large "Welcome" text and a background image of a building. To the right, there is a "Have you given a #MOPAW lately?" section with a paw print icon and a "#MyMoPaw MORAVIAN COLLEGE" logo. Below that, there is a "Need help?" section with a link to "Read through these helpful guides!". At the bottom, there is a "Web accessibility" section with a link to "support@ascents.com".

## 5. Click "Punch"

The screenshot shows the Timekeeper Employee interface. At the top, there is a "Timekeeper Employee" header with a home icon and a star icon. The date and time are "Wed Jun 6, 2018 12:33:59 PM" and the user is "MASCOT, BENNY (520984)". The main interface is divided into several sections:

- Clock:** Shows the current time "12:33:59 PM" and a "Punch" button with a clock icon. Below it, there are "Last Clock In" and "Last Clock Out" fields, both showing "--:--".
- Timesheet:** Shows the "Pay Period" as "Current Pay Period" and "05/26/2018 (Sat) - 06/08/2018 (Fri)". There is a "Submit" button and a "Status: OPEN" indicator. Below that, there is an "Exception:" table with columns for Date, Pay Code, In, Out, Reg, and OT-1 - OT-2.
- Leave Management:** Shows "Send Reminder" and "Request Leave" buttons. Below that, there is a table with columns for Pay Code, Last Post Date, Post Type, Accrued/Used, and Available.

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Request Status :

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## 6. Your punch out is now recorded

The screenshot displays the Timekeeper Employee interface. At the top, the user is identified as 'MASCOT, BENNY (520984)' on 'Wed Jun 6, 2018 12:34:56 PM'. The main 'Clock' section shows the time as 12:34:56 PM on Wednesday, June 6, 2018, Eastern Time. A 'Punch' button is active, and a confirmation message states: 'Your punch was recorded on Wednesday, June 6, 2018, at 12:34 PM Eastern Time. Your punch may not appear in the timesheet right away.' Below this, 'Last Clock In' and 'Last Clock Out' are both shown as '--:--'. The 'Timesheet' section on the right shows a 'Submit' button and a 'Status: OPEN' indicator. A 'Summary' table for the period 'May 26, 2018 - Jun 8, 2018' shows 0.00 hours for Regular (Reg) and 0.00 hours for Overtime (OT). The 'Leave Management' section includes 'Send Reminder' and 'Request Leave' buttons, and a table with columns for Pay Code, Last Post Date, Post Type, Accrued/Used, and Available. The 'Message' section at the bottom has a 'Private Message' button and a pagination indicator '1/1'.

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