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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**
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. Click "Punch"

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6. Your punch out is now recorded

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