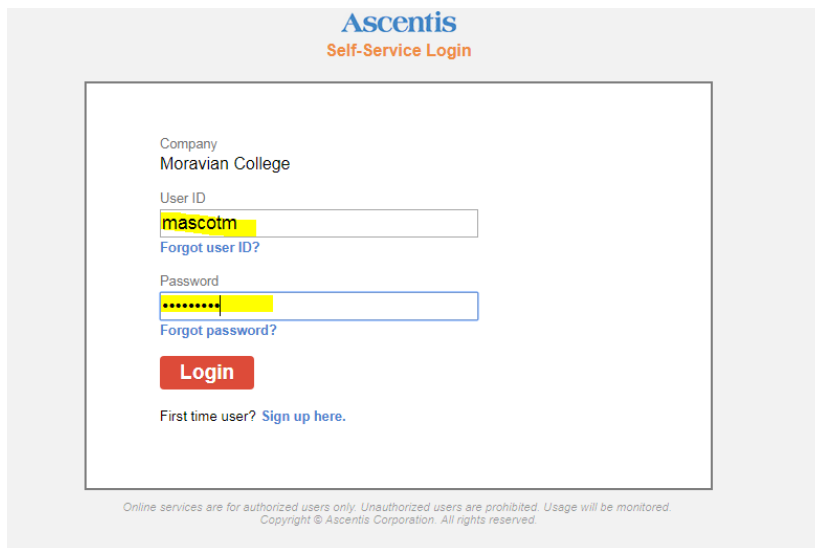


MORAVIAN UNIVERSITY

HOW TO PUNCH IN (STUDENT WORKERS)

Punching in means you are punching in for the day, punching back into work from a lunch or break or punching into a new department for the day

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?](#)

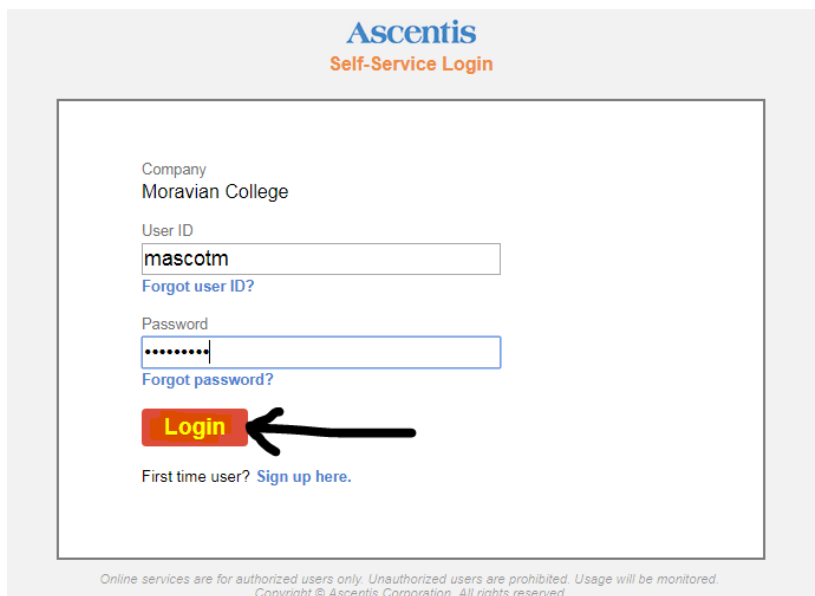
Password
.....
[Forgot password?](#)

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.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
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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"

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 this, there are sections for "ESS User Guides" with a "Need help?" link, and "Web accessibility" information.

5. ALWAYS click "Transfer"

The screenshot shows the Timekeeper Employee interface. At the top, there is a "Timekeeper Employee" header with a home icon, a star, and a "Timesheets" tab. The date and time are "Wed Jun 6, 2018 12:45:53 PM" and the user is "MASCOT, BENNY (520984)".

The main section is titled "Clock" and shows the current time as "12:45:52 PM" on "Wed, June 6, 2018, Eastern Time". Below the clock, there are "Punch" and "Transfer" buttons. A black arrow points to the "Transfer" button. Below the clock, there is a "Last Clock In" of "06/06/2018 12:34 PM" and a "Last Clock Out" of "--:--".

Below the clock, there is a "Leave Management" section with "Send Reminder" and "Request Leave" buttons. Below this, there is a table with columns: 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

Below the table, there is a "Request Status:" label.

On the right side, there is a "Timesheet" section with a "Submit" button and a "Status: OPEN" indicator. Below this, there is an "Exception:" table with columns: Date, Pay Code, In, Out, Reg, and OT-1 - OT-2.

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
06/06/2018	Q[WORK HOURS]	12:34 PM		0.00	0.00

Below the exception table, there is a "Summary:" section with columns: Reg and OT. The summary shows "May 26, 2018 - Jun 8, 2018" with "Reg" of "0.00" and "OT" of "0.00".

At the bottom, there is a "Message" section with a "Private Message" button and a navigation bar with "1/1" and arrows.

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MORAVIAN UNIVERSITY

6. Click on the "PR Dept" dropdown list

Clock Wed, June 6, 2018, Eastern Time

PR Dept.: 49310 [RES UNITS MAIN Q.] Object: 6306 [GENERAL WAGES Q.]

Timesheet

Pay Period: Current Pay Period 05/26/2018 (Sat) - 06/09/2018 (Fri) Status: OPEN

Exception:

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
06/06/2018	0[WORK HOURS]	12:34 PM		0.00	0.00

Summary:

	Reg	OT
May 26, 2018 - Jun 8, 2018	0.00	0.00

Leave Management

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

Request Status :

Message

7. Find the department you will be working in and click "OK"

Groups

Search Groups

- 00000 [None]
- 00100 [Human Resources]
- 00410 [Payroll]
- 00420 [Accounting]
- 08020 [PRESIDENT'S OFFICE]
- 08030 [BUSINESS OFFICE]
- 08040 [TITLE IX & COMPLIANCE]
- 08050 [HUMAN RESOURCES]
- 08100 [GENERAL ADMIN SUPPORT]
- 08720 [SEMINARY DEAN'S OFFICE]

< 1 2 3 4 5 ... >

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. Click on the "Supervisor" dropdown list

The screenshot shows a web interface titled "Clock" with the date "Fri, June 15, 2018, Eastern Time". At the top, there are two buttons: "Punch" and "Cancel". Below these, there are two input fields. The first is labeled "PR Dept:" and contains the text "88888 [STUDENT SUPEF Q]". The second is labeled "Supervisor:" and contains the text "0 [None]". The "Supervisor:" field is highlighted in yellow. Below the input fields is a large empty white area.

9. Find your Supervisors name and click "OK"

The screenshot shows a "Groups" dropdown menu. At the top, there is a search bar labeled "Search Groups" which is highlighted in yellow. Below the search bar is a list of supervisors, each with an ID and a name in brackets. The list is as follows:

0 [None]
370 [Harold Anderson]
1865 [George Boksan]
2160 [Lisa Brand]
2622 [Jane Weber]
2828 [John Byrne]
3806 [Jon Conrad]
4152 [Frank Crouch]
5650 [Jennika Borger]
5675 [Paul Edinger]

At the bottom of the list, there is a pagination bar with a left arrow, the number "1" (highlighted), "2", "3", "4", "5", an ellipsis "...", and a right arrow. Below the list, there are two buttons: "OK" (highlighted in yellow) and "Cancel".

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10. Click "Punch"

The screenshot shows the Timekeeper interface for an employee named MASCOT, BENNY (520984) on Wednesday, June 6, 2018, at 12:33:59 PM Eastern Time. The 'Clock' section displays the time and a 'Punch' button highlighted in yellow with a black arrow pointing to it. Below the clock are fields for 'Last Clock In' and 'Last Clock Out', both showing dashes. The 'Timesheet' section shows a 'Submit' button and a table with columns for Date, Pay Code, In, Out, Reg, and OT-1 - OT-2. 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 'Request Status' is currently empty.

11. Your punch in is now recorded

The screenshot shows the Timekeeper interface after the punch is recorded. The clock now shows 12:34:56 PM. A yellow 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." The 'Punch' button is now greyed out. The 'Timesheet' section shows the 'Submit' button and the table with columns for Date, Pay Code, In, Out, Reg, and OT-1 - OT-2. 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 'Request Status' is currently empty.

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