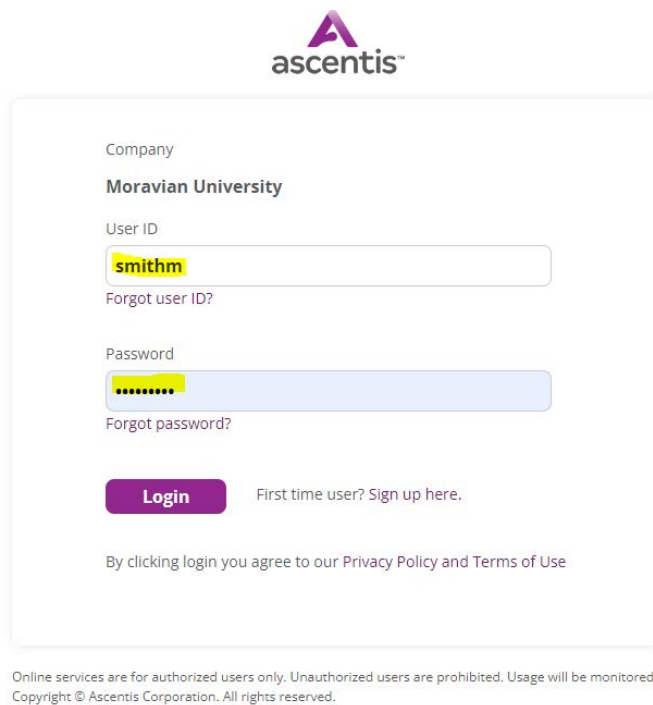


MORAVIAN UNIVERSITY

HOW TO ACCESS PAYSTUB HISTORY

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”

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

MORAVIAN UNIVERSITY

4. Select My Self > My Paycheck > Pay Stub History:

The screenshot shows the Moravian University HR portal interface. At the top left is the Moravian University logo. Below it are navigation links: Home, My Self (highlighted with a purple underline), Timekeeper, and My Company. A left-hand navigation menu contains several categories: Personal Information, Family Members, Benefits, My Paycheck (highlighted with a yellow background), Last Payroll, Pay Stub History (highlighted with a yellow background), Direct Deposit, Pay & Taxes, Paycheck Simulator, W-2 Forms, Messages, My Attachments, and My Notes. The main content area displays a message: "You have not yet received a pay stub in Employee Self Service."

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