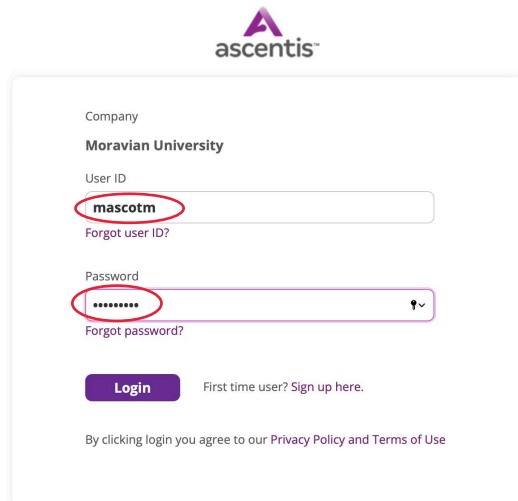


# MORAVIAN UNIVERSITY

## HOW TO VIEW YOUR DIRECT REPORT(S) ACCRUAL BALANCES

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)



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Company  
**Moravian University**

User ID  
  
Forgot user ID?

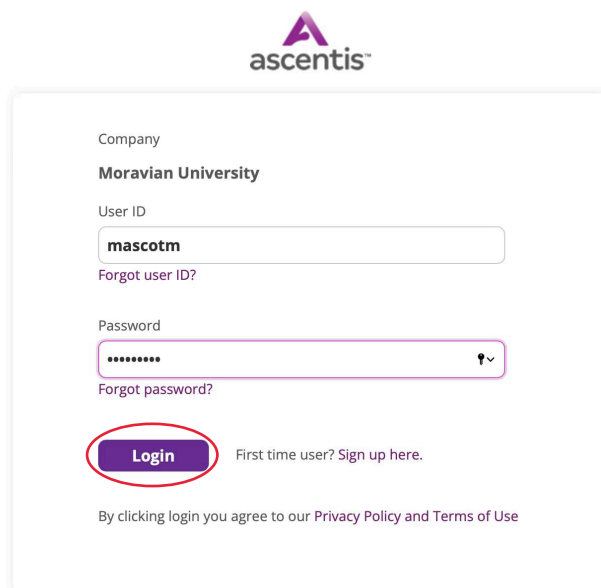
Password  
  
Forgot password?

**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”



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Company  
**Moravian University**

User ID  
  
Forgot user ID?

Password  
  
Forgot password?

**Login** First time user? Sign up here.

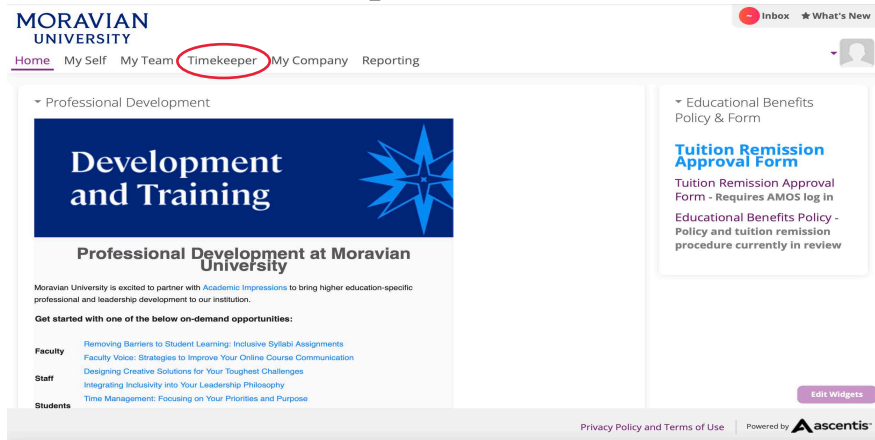
By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved.

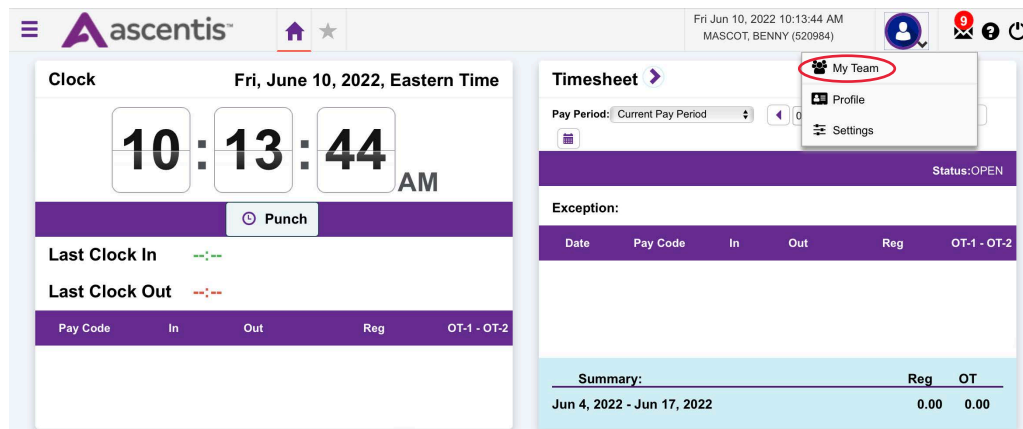
Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

# MORAVIAN UNIVERSITY

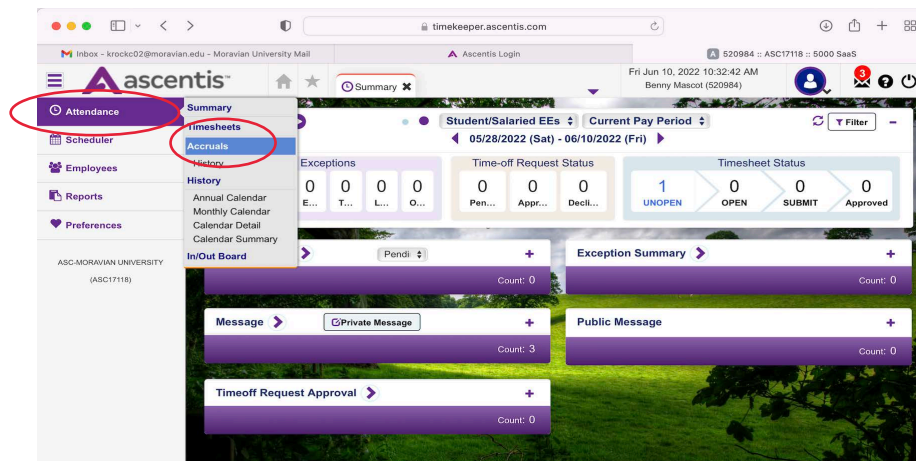
## 4. Click "Timekeeper"



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



## 6. Hover over "Attendance" and then click "Accruals"



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# MORAVIAN UNIVERSITY

## 7. Find your employee in the list located at the top left of your page

The screenshot shows the Ascentis Accruals page for employee 99994. On the left, a search filter is set to 'All' and a list of employees is shown. The first entry, 'EMPLOYEE, PLACEH...' with ID 99994, is circled in red. The main area displays the employee's details and a table of accrual history.

Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Activity Date	Notes
[2]VAC	06/15/2022	S	6.66	80.00	06/10/2022	System Accrual ...
[3]SICK	06/15/2022	S	8.00	384.00	06/10/2022	System Accrual ...
[4]JURY	01/01/2022	S	80.00	80.00	01/14/2022	System Accrual ...
[5]BRVM	01/01/2022	S	80.00	80.00	01/14/2022	System Accrual ...
[12]STD	06/15/2022	S	8.00	384.00	06/10/2022	System Accrual ...
[25]PERS	01/01/2022	S	16.00	16.00	01/14/2022	System Accrual ...

## 8. Here you can see the available accrual balance

The screenshot shows the Ascentis Accruals page for employee 99994. The employee list on the left is the same as in the previous screenshot. The main area displays the employee's details and a table of accrual history. The row for pay code [4]JURY is circled in red, highlighting the available balance of 80.00.

Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Activity Date	Notes
[2]VAC	06/15/2022	S	6.66	80.00	06/10/2022	System Accrual ...
[3]SICK	06/15/2022	S	8.00	384.00	06/10/2022	System Accrual ...
[4]JURY	01/01/2022	S	80.00	80.00	01/14/2022	System Accrual ...
[5]BRVM	01/01/2022	S	80.00	80.00	01/14/2022	System Accrual ...
[12]STD	06/15/2022	S	8.00	384.00	06/10/2022	System Accrual ...
[25]PERS	01/01/2022	S	16.00	16.00	01/14/2022	System Accrual ...

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