



HOW TO RECORD YOUR TIME

Go to: [+5SRUWDO PRUDYLDQ HGX](https://www.ascentis.com/portal/5SRUWDO/PRUDYLDQ/HGX)

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)

The image shows a screenshot of the Ascentis login portal. At the top is the Ascentis logo. Below it, the company name "Moravian University" is displayed. The form includes a "User ID" field with the text "smithm" entered, a "Forgot user ID?" link, a "Password" field with masked characters, and a "Forgot password?" link. A purple "Login" button is present, along with a link for "First time user? Sign up here." Below the form, there is a disclaimer: "By clicking login you agree to our Terms of Service." At the bottom, there is a copyright notice: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © 2019 Ascentis Corporation. All rights reserved."

3. Click on “Login”

Should you require assistance using these instructions or W K H + 5 S R U W D O in general, please contact HR@moravian.edu or call 610-861-1527.

Should you require assistance using these instructions or ~~W5SRD~~ general, please contact HR@moravian.edu or call 610-861-1527.



7PM HW

W

ascentis

Thu Oct 21, 2021 11:52:47 AM
COACH, TEST (521090)

Clock Thu, October 21, 2021 Eastern Time

11:52:40

Timesheet

Pay Period: Current Pay Period 10/09/2021 (Sat) - 10/22/2021 (Fri) Status: OPEN

Exception:

| Date | Pay Code | Reg | OT-1 | OT-2 |
|------|----------|-----|------|------|
| | | | | |

Last Clock In

Last Clock Out

| Pay Code | In | Out | Reg | OT-1 - OT-2 |
|----------|----|-----|-----|-------------|
| | | | | |

Summary:

| | Reg | OT |
|----------------------------|------|------|
| Oct 9, 2021 - Oct 22, 2021 | 0.00 | 0.00 |

Leave Manager Schedule

6H W R W R W
S S W W W R W R W W S S W W
R

Timesheet

Pay Period: Current Pay Period 10/09/2021 (Sat) - 10/22/2021 (Fri) Status: OPEN

Save Undo Recalculate More Functions

| Pay Code | PR Dept | Sat 10/09 | Sun 10/10 | Mon 10/11 | Tue 10/12 |
|--------------|---------|-----------|-----------|-----------|-----------|
| [WORK HOURS] | | | | 7.50 | |
| | | | | | |
| | | | | | |
| Totals | | 0.00 | 0.00 | 0.00 | 0.00 |

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

