



## HOW TO CHANGE A TIMESHEET STATUS

Go to: [\3QP SUBM NPSBWJBO FEV](#)

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)

A screenshot of the Ascent login page. The page has a white background with the "ascent" logo at the top left. Below the logo are several input fields: "Company", "User ID", "Password", and "Forgot my password?". The "User ID" field contains the text "me" and is circled in red. Below the "Password" field is a "Login" button, also circled in red. At the bottom of the page, there is a small disclaimer: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © 2011 Ascend Software, Inc. All rights reserved." The entire screenshot is overlaid with a pattern of horizontal, multi-colored lines.

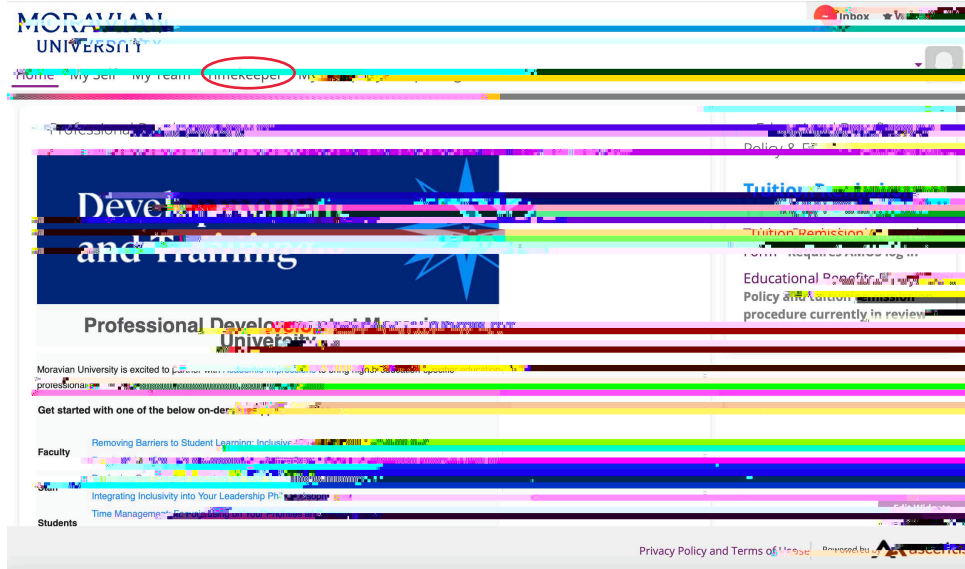
### 3. Click on "Login"

A screenshot of the Ascent login page, identical to the one above. In this version, the "Login" button is circled in red, indicating the next step in the process. The "User ID" field still contains "me". The same disclaimer is visible at the bottom. The screenshot is overlaid with a pattern of horizontal, multi-colored lines.

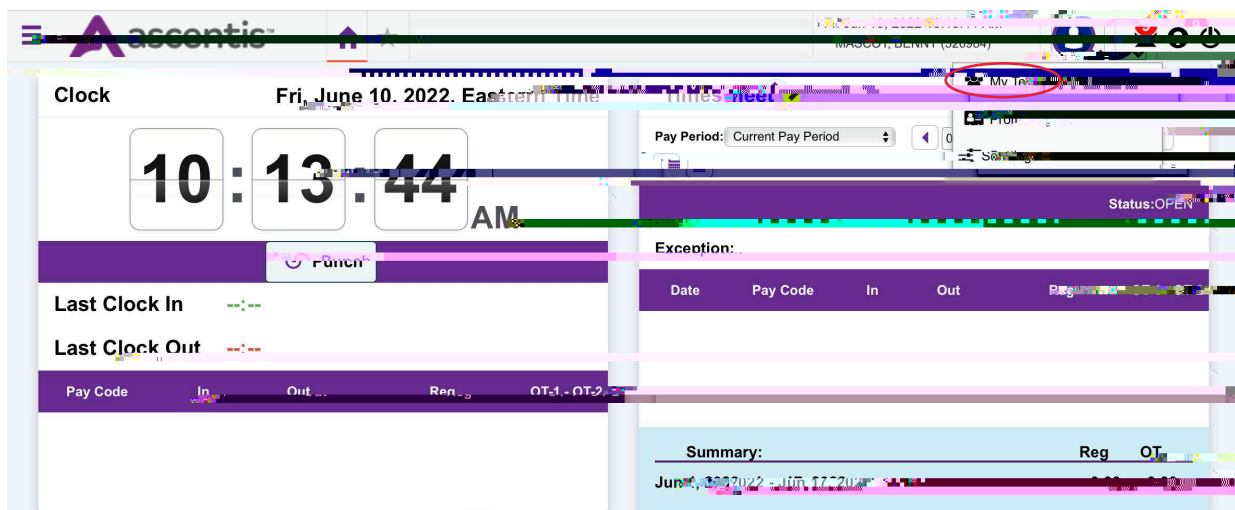
Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.



#### 4. Click “Timekeeper”



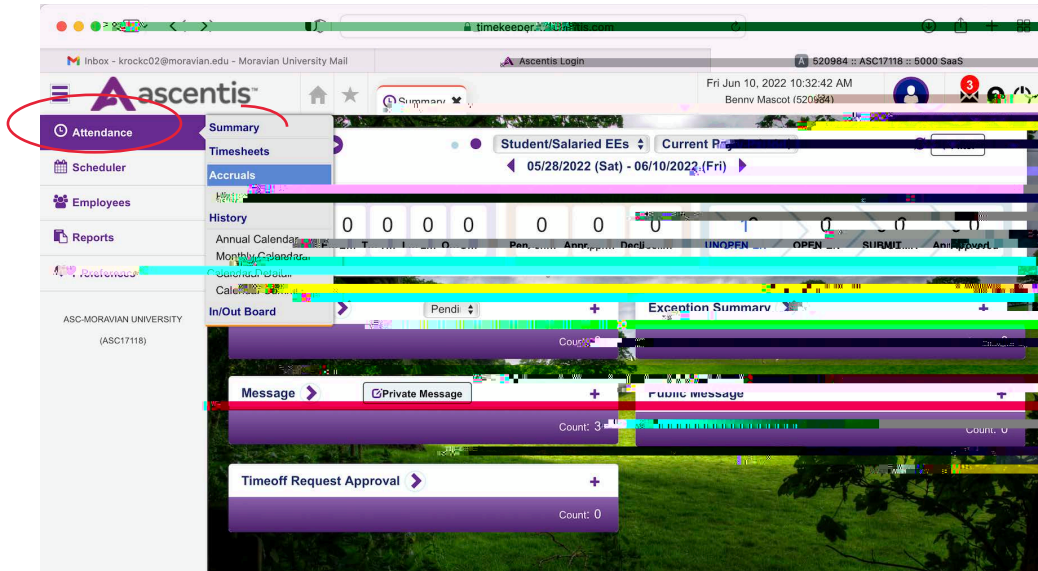
#### 5. Find the “My Team” tab located under the person icon in the right hand corner of the screen. Click “My Team”



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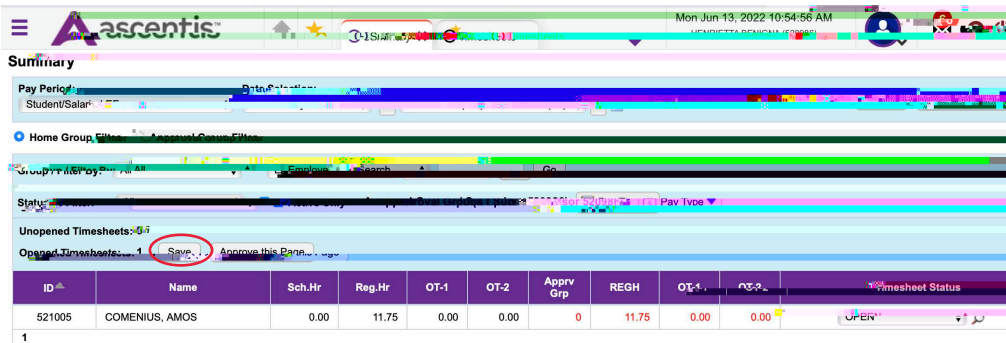
## 6. Hover over “ Attendance” and then click “ Summary”



## 7. Click on the timesheet status drop down and change.



## 8. Click “ Save”



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