Should you require assistance using these instructions or employee self-



4. Click "Timekeeper"

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

6. Click on the Hamburger icon located in the top left hand corner

7. Hover over "Attendance"



8. Search for the employee you would like to vi ew

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9. In a new I ine select a date, pay code (vacation/personal, etc) and in the "Reg" column put the amount of hours taken.



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10. Press "Save"

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11. The timesheet has now been saved and the hours will appear

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