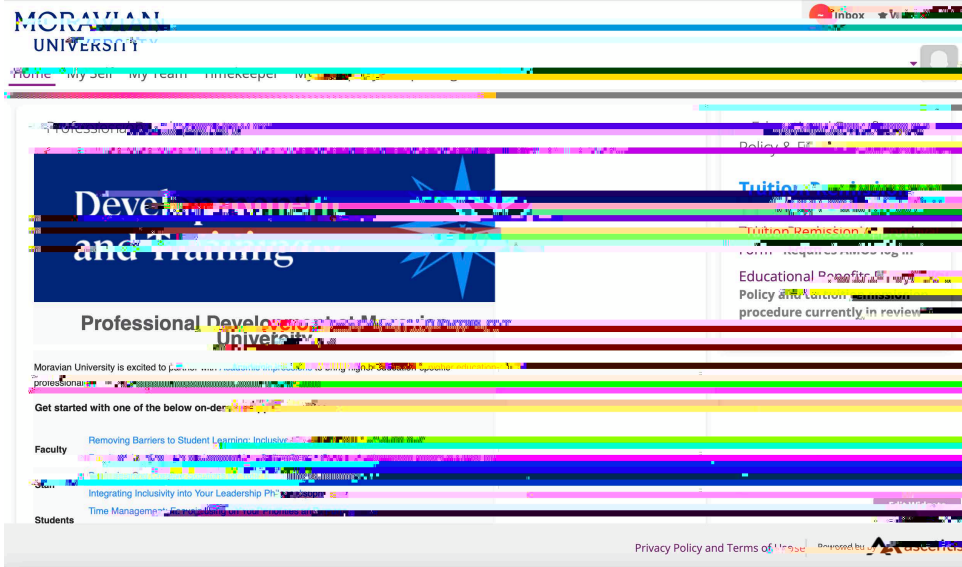


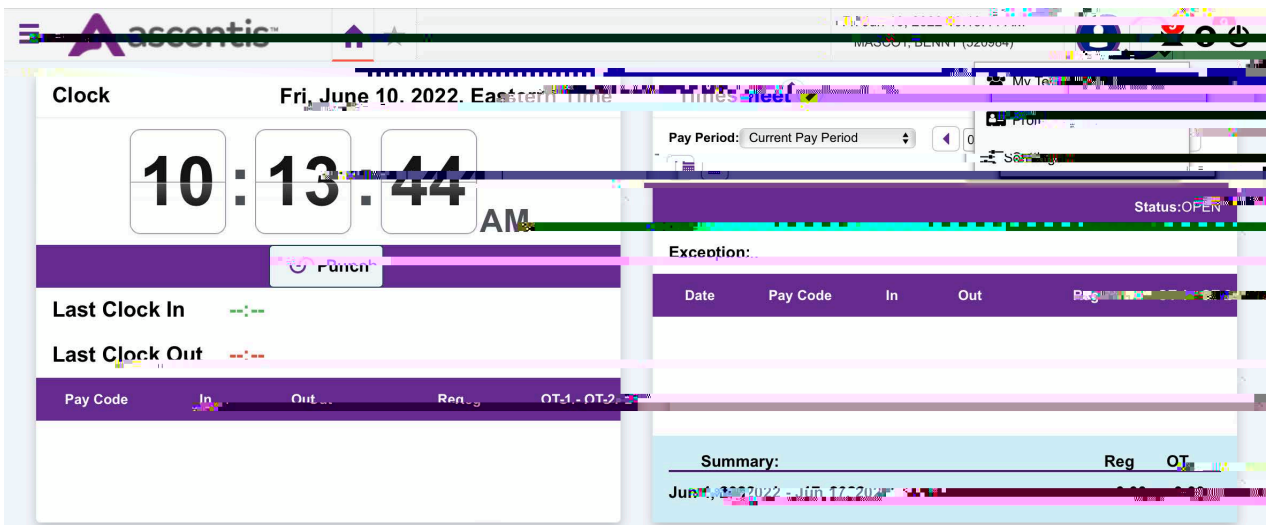
Should you require assistance using these instructions or employee self-



#### 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”

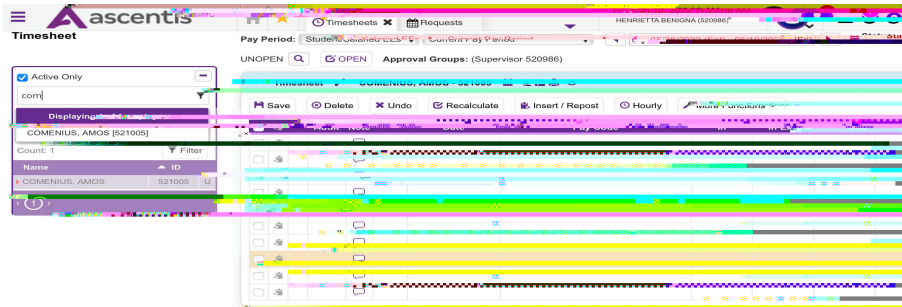


Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

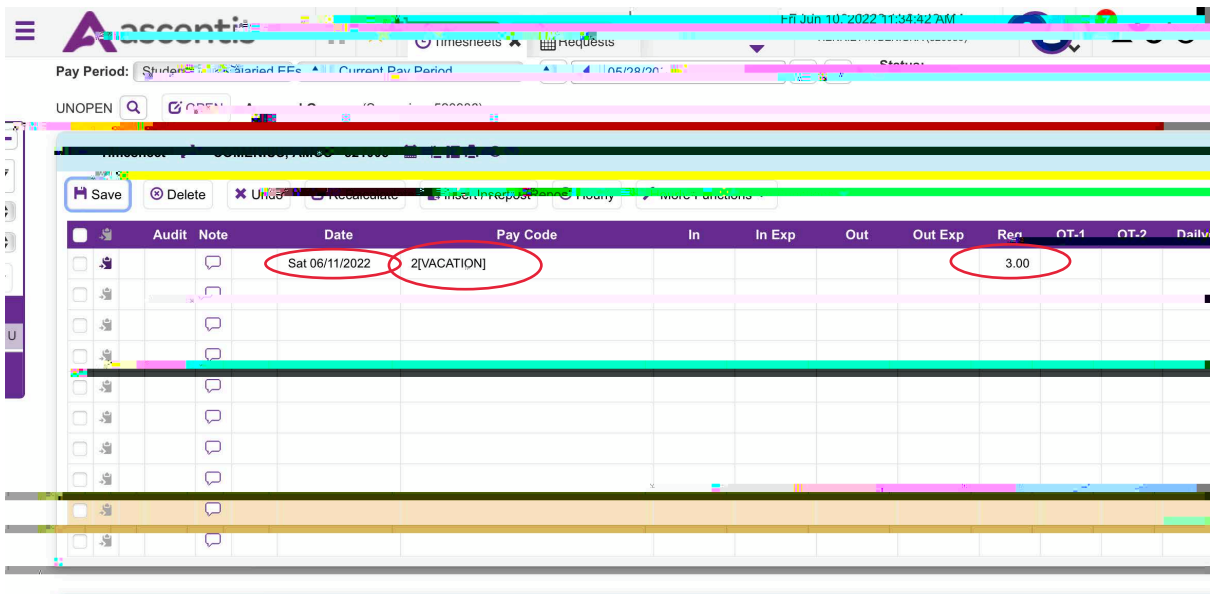
6. Click on the Hamburger icon located in the top left hand corner

7. Hover over “Attendance”

8. Search for the employee you would like to view



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



## 10. Press "Save"



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



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