## HOW TO SEE EMPLOYEES THAT WERE DELEGATED TO YOU

Go to: ) 3 Q P S U B M N P S B W J B O F E V Type in Net ID username and password (This is the username and

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.

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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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6. Click on the name of the Supervisor that delegated his/her team to you

7. You now will be able to see his/her team's timesheets by going to Attendance Timesheets