

HOW TO SEE STUDENT WORKERS IN TIMESHEETS

Go to: [\)3QPSUBM 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 a grey border. At the top left is the "ascen" logo. Below it are several input fields: "Company" (with a dropdown arrow), "Username" (with a dropdown arrow), "Password" (with a dropdown arrow), and "Forgot net ID" (with a link icon). Below these fields is a purple "Login" button. At the bottom, there is a line of text: "By clicking login you agree to our Privacy Policy and Terms of Use". At the very bottom, there is a small line of text: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © 2014 Ascenda Systems Corporation". The "Username" and "Password" fields are circled in red.

3. Click on "Login"

A screenshot of the Ascent login page, identical to the one above. The "Login" button is circled in red.

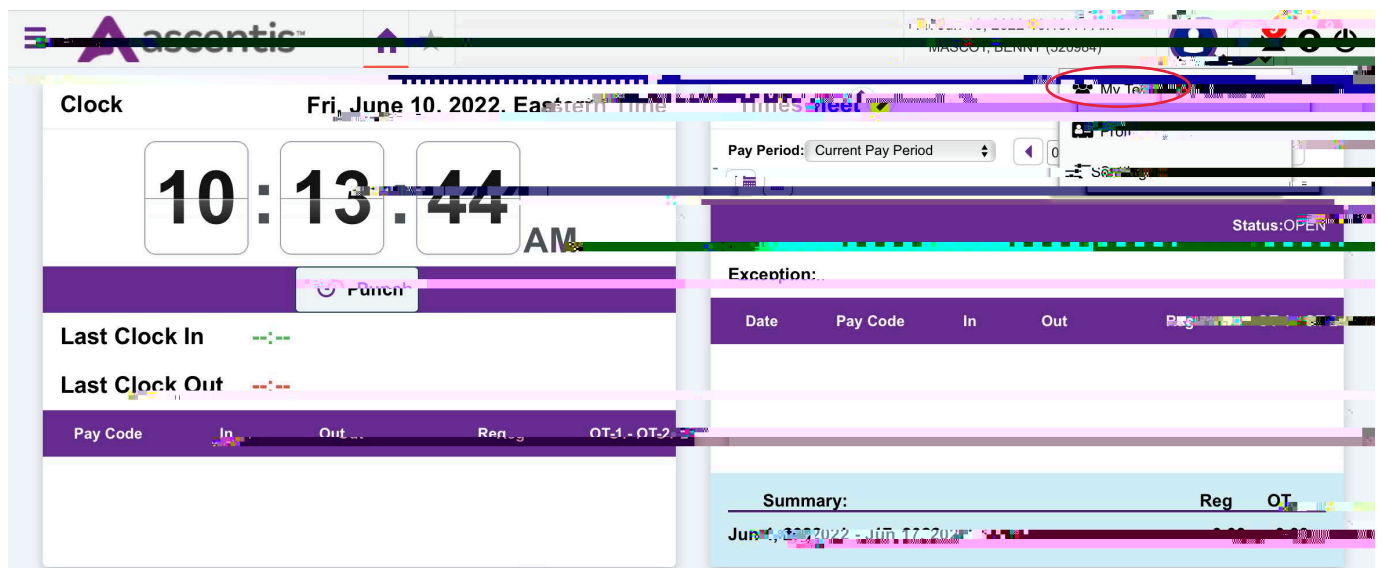
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.



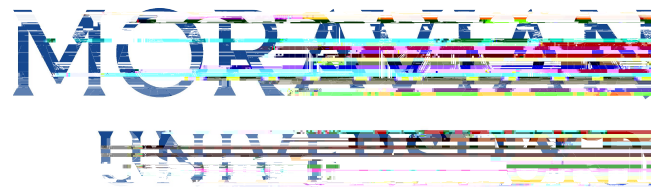
4. Click “Timekeeper”



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



7. Click on “Attendance” then “Timesheets”



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8. Change the “Pay Period” to the correct date by clicking on the drop down menu.

