



HOW TO RECORD YOUR TIME

Go to: [+5SRUWDO PRUDYLDQ HGX](https://www.ascentis.com/portal/5SRUWDO-PRUDYLDQ-HGX)

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)

The image shows a screenshot of the Ascentis login portal. At the top is the Ascentis logo. Below it is a white login box with the following fields: "Company" (Moravian University), "User ID" (smithm), "Forgot user ID?" link, "Password" (masked with dots), "Forgot password?" link, a purple "Login" button, and a link for "First time user? Sign up here.". Below the login box is a disclaimer: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © 2019 Ascentis Corporation. All rights reserved." There are some colorful artifacts on the screenshot, possibly from a video recording.

3. Click on “Login”

Should you require assistance using these instructions or W K H + 5 S R U W D O in general, please contact HR@moravian.edu or call 610-861-1527.

Should you require assistance using these instructions or ~~W5SRD~~ general, please contact HR@moravian.edu or call 610-861-1527.



7PM HW

W

ascentis

Thu Oct 21, 2021 11:52:47 AM
COACH, TEST (521090)

Clock Thu, October 21, 2021 Eastern Time

11:52:40

Last Clock In

Last Clock Out

Pay Code In Out Reg OT-1 - OT-2

Timesheet

Pay Period: Current Pay Period 10/09/2021 (Sat) - 10/22/2021 (Fri) Status: OPEN

Exception:

Date	Pay Code	Reg	OT-1 - OT-2
Summary:			
Oct 9, 2021 - Oct 22, 2021			0.00 0.00

Leave Manager Schedule Daily

6H

SRSD W1RW RWSHSRSWU
R

Timesheet

Pay Period: Current Pay Period 10/09/2021 (Sat) - 10/22/2021 (Fri) Status: OPEN

Save Undo Recalculate More Functions

Pay Code	PR Dept	7.50			
[WORK HOURS]		7.50			
Totals		0.00	0.00	0.00	0.00

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ascentis™ Timesheets

Timesheet

Pay Period: Current Pay Period

COACH, TEST - 521090

Save Delete Undo Recalculate More Functions

Pay Code	PR Dept.	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12
<input type="checkbox"/> 0[WORK HOURS]				7.50	
Totals		0.00	0.00	0.00	0.00

Timesheet Summary

Timesheet

Pay Period: Current Pay Period 10/09/2021 (Sat) - 10/22/2021 (Fri) Status: OPEN

The timesheet was saved successfully.

Timesheet COACH, TEST - 521090

Save Undo Recalculate More Functions

Pay Code	PR Dept.	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12
<input type="checkbox"/> 0[WORK HOURS]	08030				
Totals		0.00	0.00	7.50	0.00

Timesheet Summary

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general, please