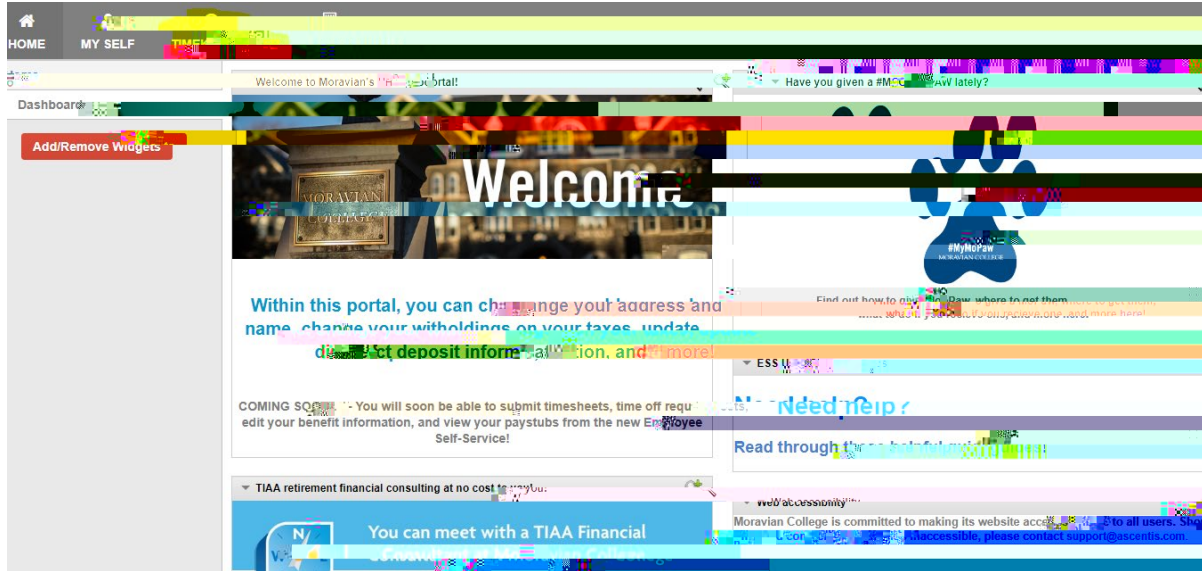
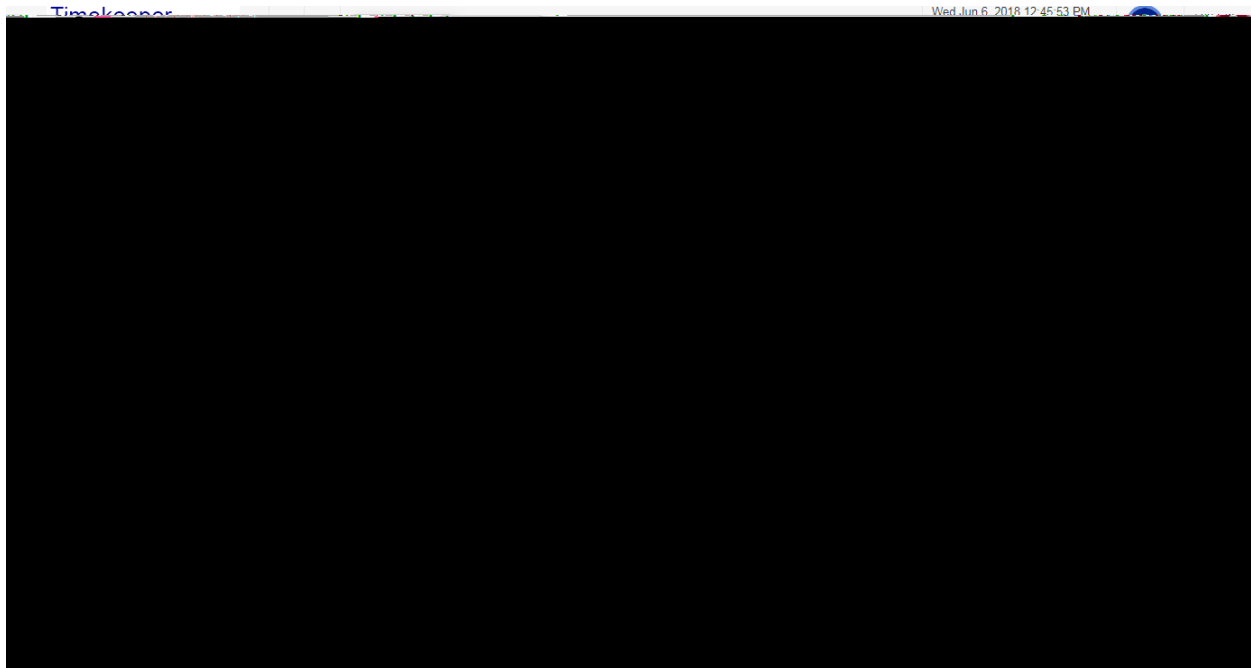




4. Click “Timekeeper”



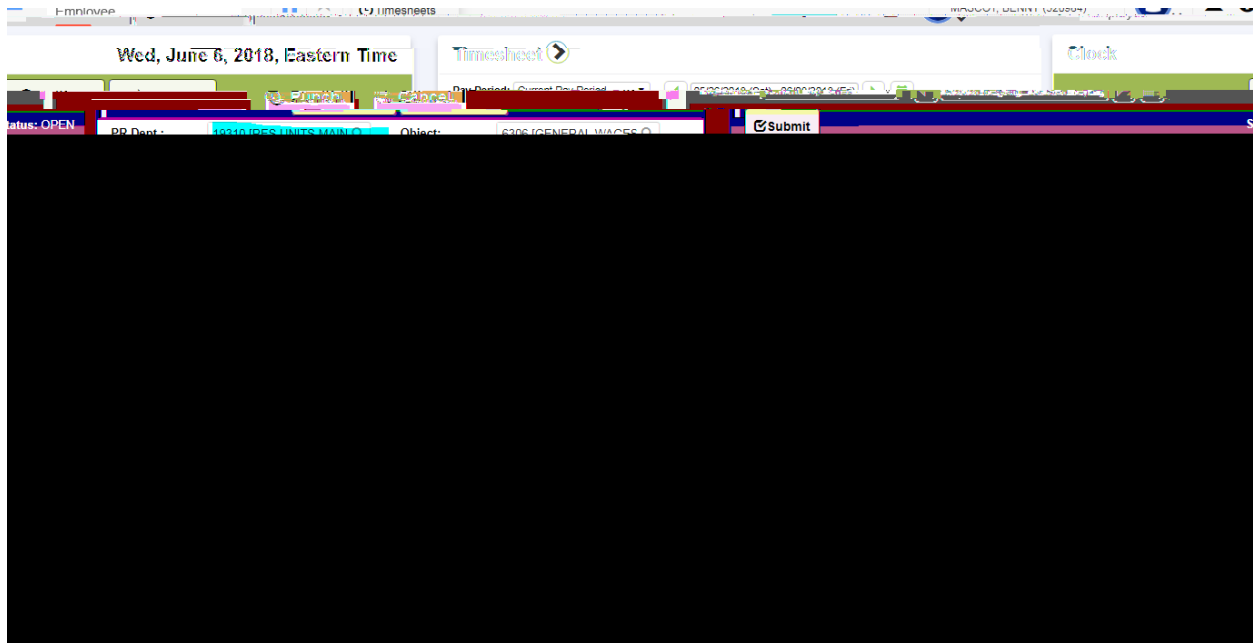
5. ALWAYS click “Transfer”



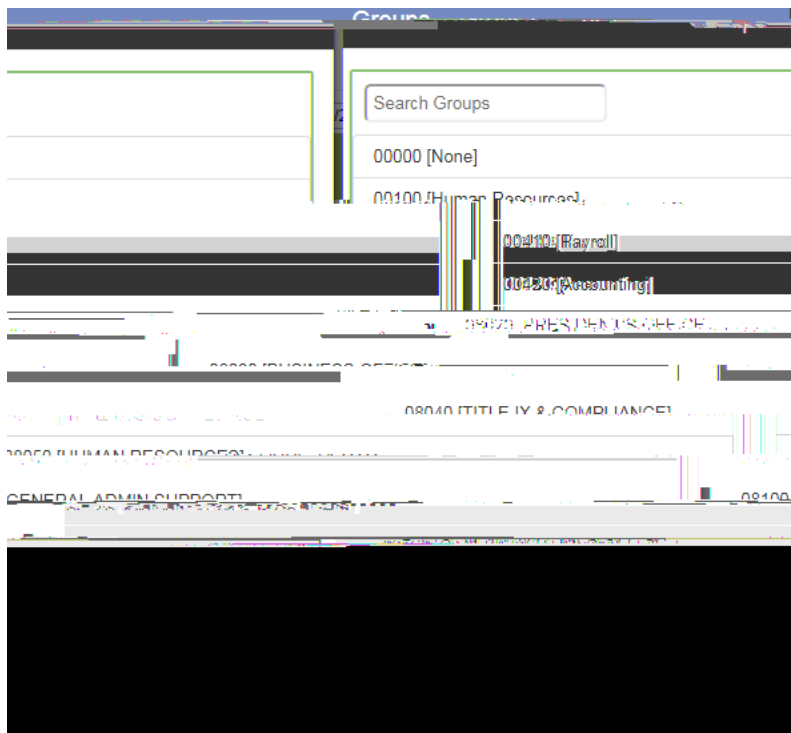
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.



6. Click on the “PR Dept” dropdown list



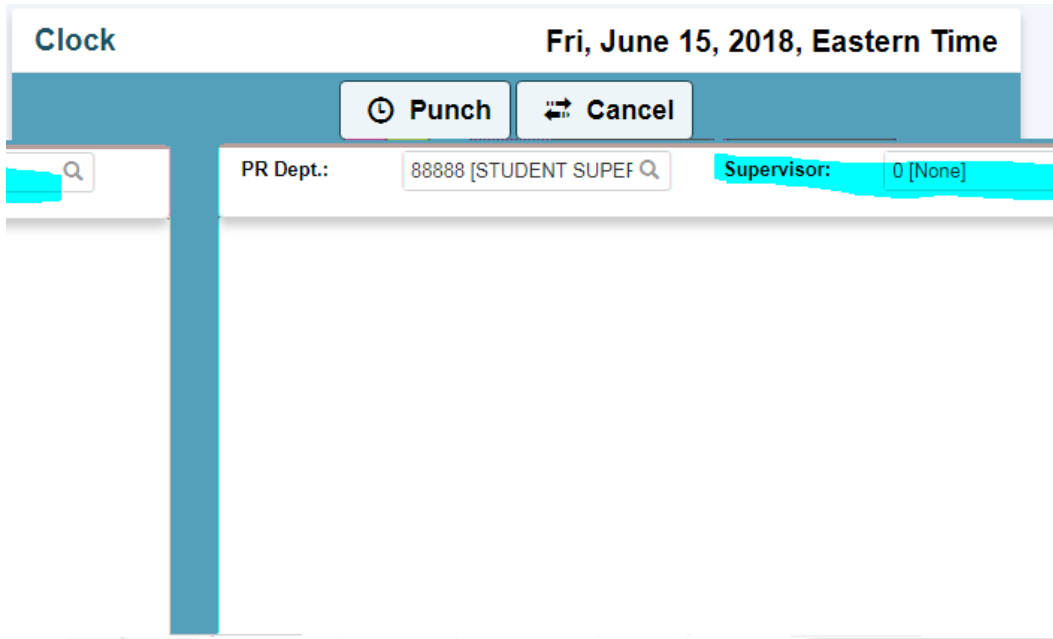
7. Find the department you will be working in and click “OK”



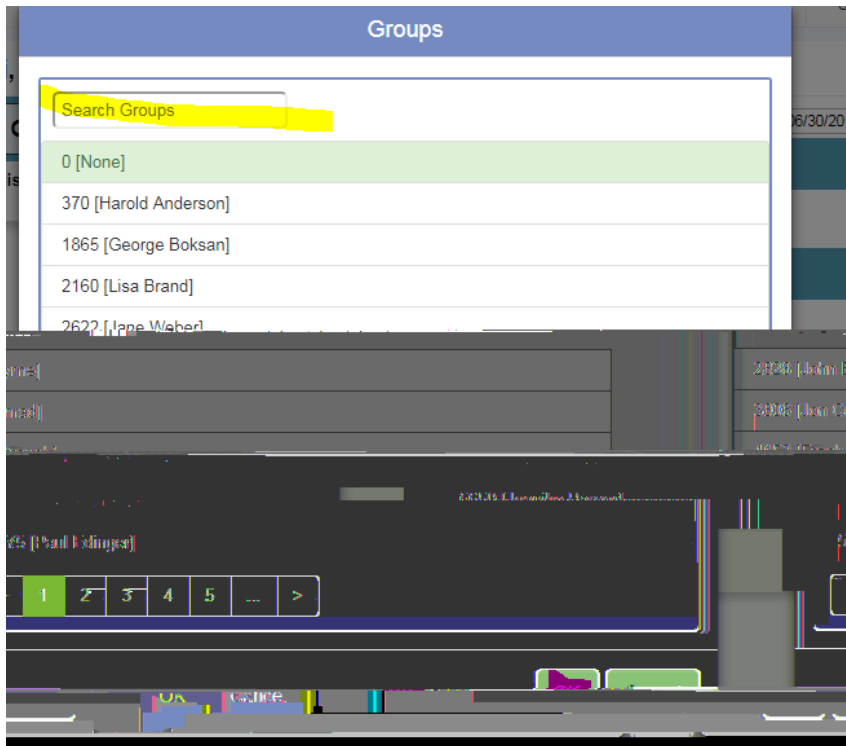
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.



8. Click on the “Supervisor” dropdown list



9. Find your Supervisors name and click “OK”



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