

4. Click "Timekeeper"

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5. <u>ALWAYS</u> click "Transfer"



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.



6. Cli ck on the "PR Dept" dropdown list



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

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8. Click on the "Supervisor" dropdown list

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9. Find your Supervisors name and click "OK"

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