



## 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 interface. At the top is the Ascentis logo. Below it is a form titled "Company" with "Moravian University" selected. The "User ID" field contains "smithm" and has a "Forgot user ID?" link below it. The "Password" field is masked with dots and has a "Forgot password?" link below it. A purple "Login" button is present, with the text "First time user? Sign up here." to its right. At the bottom of the form, there is a disclaimer: "By clicking login you agree to our Terms of Service." Below the form, there is a footer with the text: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © 2019 Ascentis Corporation. All rights reserved."

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](mailto:HR@moravian.edu) or call 610-861-1527.

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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

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

Last Clock In

Last Clock Out

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

Summary:

	Reg	OT
Oct 9, 2021 - Oct 22, 2021	0.00	0.00

Leave Manager Schedule

6H W R W  
S S W W W R W R W W S S W W  
R

Timesheet

Pay Period: Current Pay Period

Save Undo Recalculate More Functions

Pay Code	PR Dept	S - 10/09	S - 10/10	M - 10/11	T - 10/12
[WORK HOURS]				7.50	
Totals		0.00	0.00	0.00	0.00

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