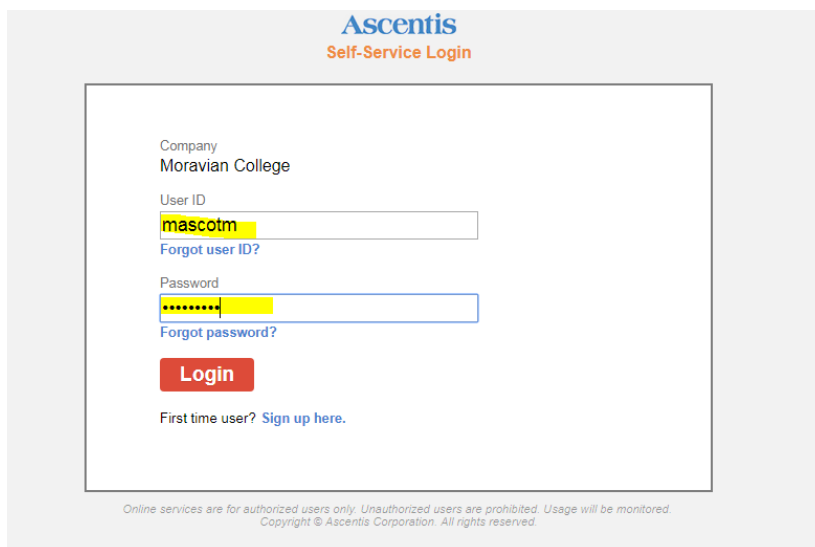


## HOW TO PUNCH OUT (STUDENT WORKERS)

*Punching out means you are punching out for the day, punching out of work to go to a lunch or break or punching out of one department to go work for another*

1. Go to: <https://selfservice.ascentis.com/MoravianCollege>
2. 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)



Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
mascotm  
[Forgot user ID?](#)

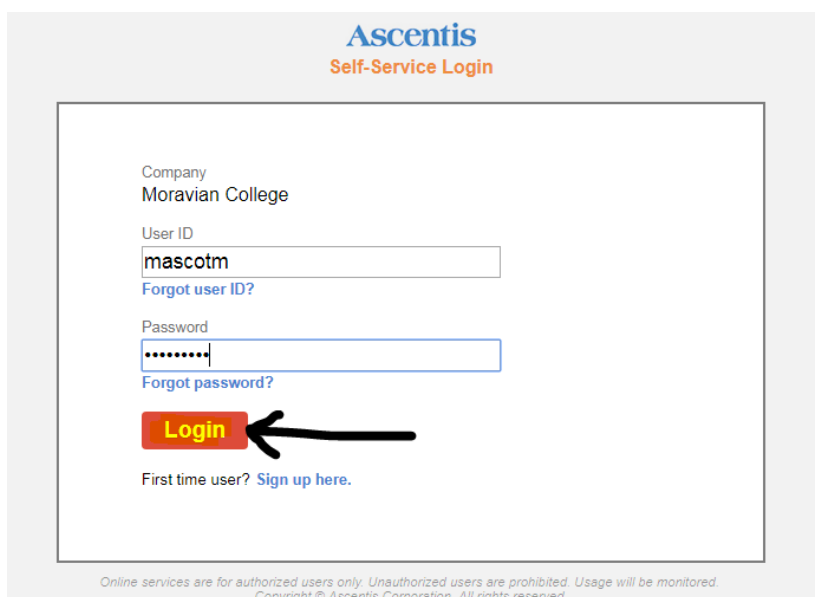
Password  
.....  
[Forgot password?](#)

**Login**

First time user? [Sign up here.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.  
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3. Click on “Login”



Ascentis  
Self-Service Login

Company  
Moravian College

User ID  
mascotm  
[Forgot user ID?](#)

Password  
.....  
[Forgot password?](#)

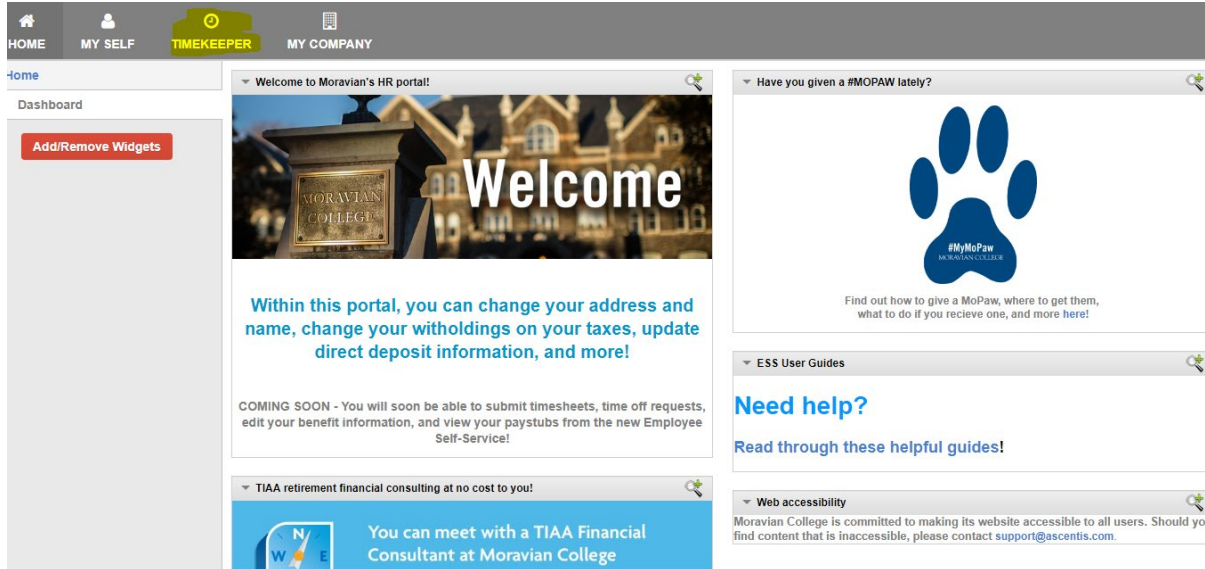
**Login**

First time user? [Sign up here.](#)

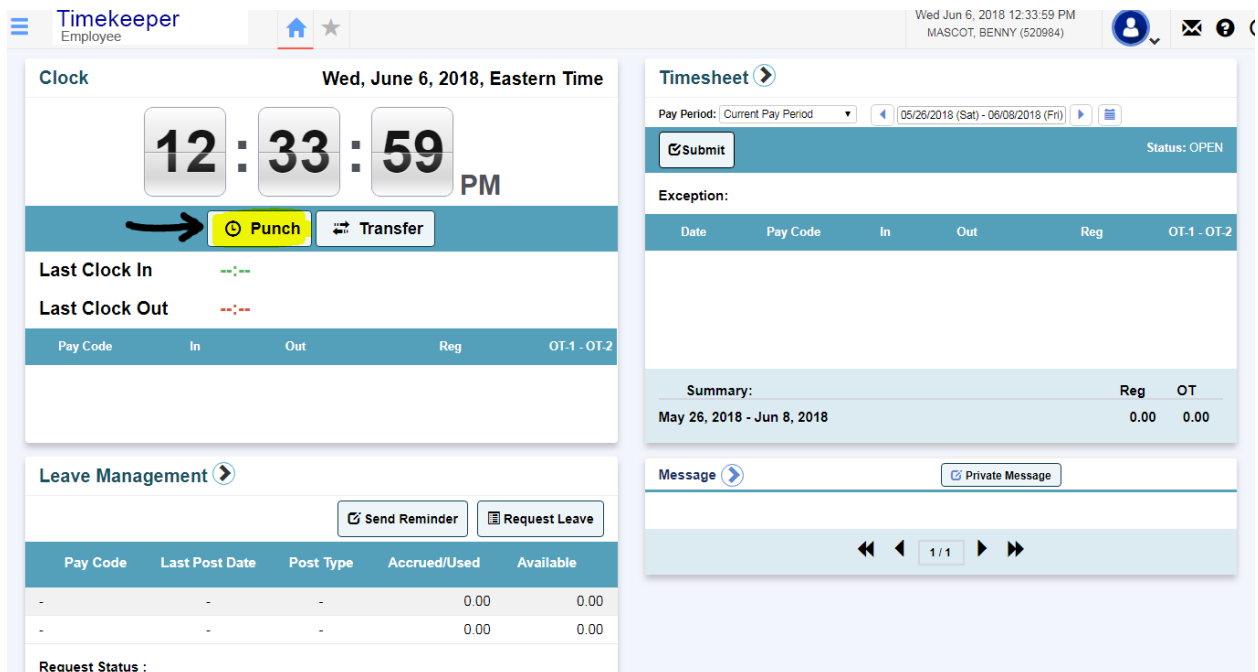
Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.  
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Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

#### 4. Click “Timekeeper”



#### 5. Click “Punch”



**Clock** Wed, June 6, 2018, Eastern Time

12 : 33 : 59 PM

**Punch** **Transfer**

Last Clock In: --:--  
Last Clock Out: --:--

Pay Code	In	Out	Reg	OT-1 - OT-2
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Request Status :

**Timesheet**

Pay Period: Current Pay Period | 05/26/2018 (Sat) - 06/08/2018 (Fri)

**Submit** Status: OPEN

**Exception:**

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
<b>Summary:</b>					
May 26, 2018 - Jun 8, 2018			Reg	OT	
			0.00	0.00	

**Message** **Private Message**

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

## 6. Your punch out is now recorded

Timekeeper Employee Wed Jun 6, 2018 12:34:56 PM  
MASCOT, BENNY (520984)

### Clock

Wed, June 6, 2018, Eastern Time

12 : 34 : 56 PM

✔ Your punch was recorded on Wednesday, June 6, 2018, at 12:34 PM Eastern Time. Your punch may not appear in the timesheet right away.

Last Clock In --:--

Last Clock Out --:--

### Leave Management

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Request Status :

Date	Paycode	Days	Status
------	---------	------	--------

### Timesheet

Pay Period: Current Pay Period 05/26/2018 (Sat) - 06/08/2018 (Fri)

Status: OPEN

Exception:

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

Summary:

	Reg	OT
May 26, 2018 - Jun 8, 2018	0.00	0.00

Message

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