

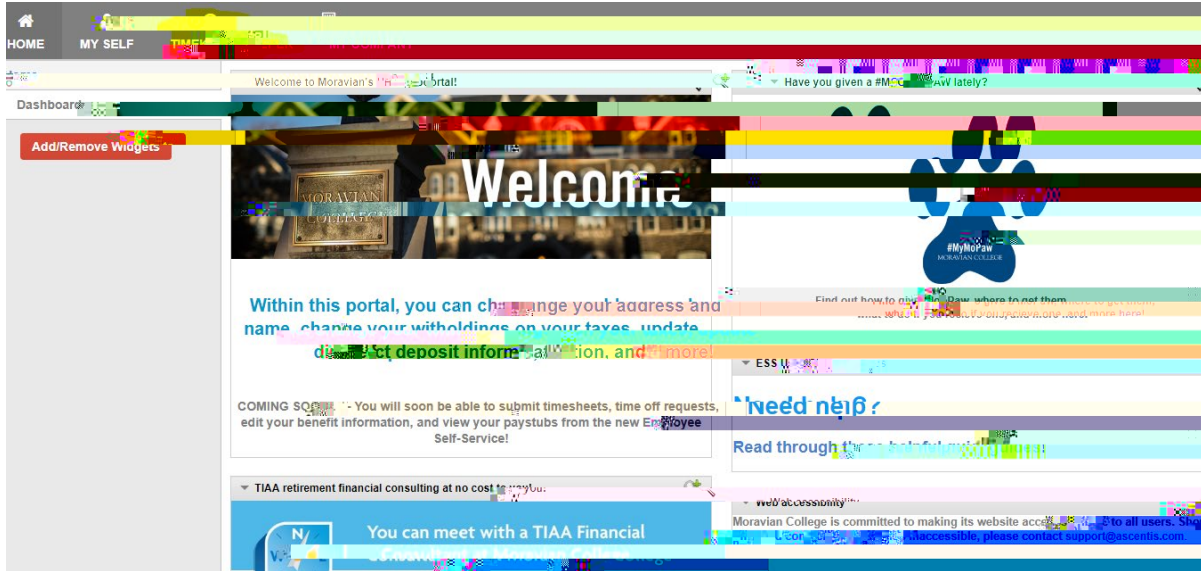
HOW TO PUNCH OUT (STUDENT WORKERS)

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

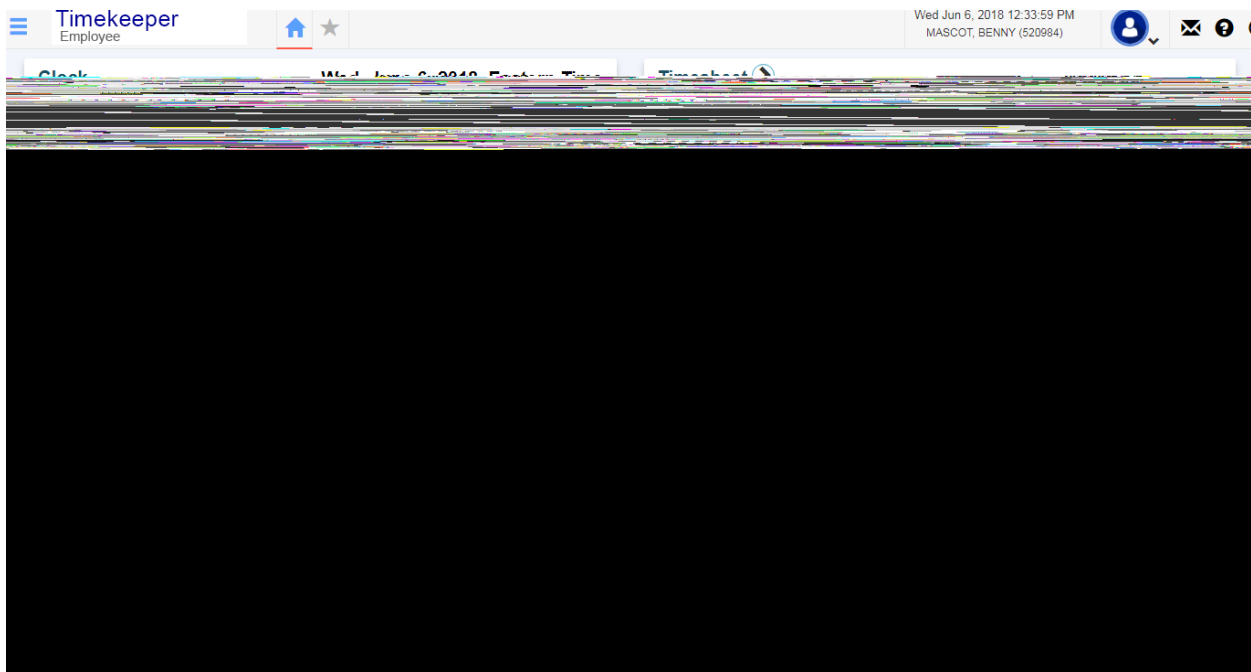
1.1.



4. Click “Timekeeper”



5. Click “Punch”



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

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