



## UMASS SYSTEM OFFICE Guidelines for Self-Service Time Reporting

### Employee Self Service Time Reporting

1. Employees are required to enter their exception time\* to regularly scheduled hours by logging into HR Direct at: [www.massachusetts.edu/hrdirect](http://www.massachusetts.edu/hrdirect).

*\*Exception time is any planned or unplanned time off, such as vacation, sick, personal days, etc.*

2. **If there are no exceptions to an employee's regular schedule, no entries are required on the Timesheet Page.**
3. Employees must submit any accrued time used during the week by 11:00 a.m. on Thursday. Managers may begin to review and approve time after 1:00 on Thursdays.

Note: *Employees only need to report the exception time for that week, but the day must be made whole.*

**For example**, for Professional staff: if 2 hours of sick time is used, enter: 2 hours SCK **AND** 6 hours REG to equal 8 hours/day.

For Classified staff: If 2 hours of sick time is used, enter 2 hours SCK **AND** 5.5 hours REG to equal 7.5 hours/day.

A full vacation day used on a given day is entered as 7.5 hours or 8 hours VAC.

4. Part-time, benefitted employees – refer to the Holiday Proration Guidelines.
5. Hourly employees are required to enter their hours worked on the Timesheet Page each week in order to be paid.
6. If an employee who is eligible for overtime worked additional hours, the overtime hours for the applicable day(s) would need to be entered on a separate row with the appropriate overtime earnings code.
7. If an employee is unable to enter their exception time, the manager or department timekeeper can enter the employee's time for that week.
8. If an employee must make a change to their time after it has been submitted, they may re-submit the corrected time if it is still within the current pay period.

Note: *Employees must contact their manager to notify them of the pending change for the manager to approve. **The manager can re-approve the corrected time after time administration runs which is noon and 5 o'clock.***

7. Employees do not have the ability to change time that has already been paid (after the end of the bi-weekly pay period).
8. To make a correction to an employee's time that has already been paid, a **Correction Form** with the revised time must be submitted to the manager/department head for approval. The manager/department head will submit the correction form to the Payroll Office for processing.

### **Manager Self Service Approval of Time**

1. Managers are required to review and approve all their employees' time each week.
2. Managers can begin to review and approve time from 1:00 p.m. on Thursday through midnight on Sunday.
3. Managers may enter and update an employee's timesheet in the event that an employee is unable to report their time.
4. If a manager has a question regarding an employee's reported time, they should discuss and reconcile any differences in reported time with that employee. Once resolved, the employee should re-submit the time, or the manager can make the change in the system for the employee.

### **Timekeepers' Role**

1. Assist employees with time entry questions.
2. Enter time for employees as requested.
3. Monitor exceptions on-line and contact employees as necessary to make corrections. Provide explanation on how to correctly report exception time.

### **Post Payroll – Timekeepers' Role**

1. Timekeepers will run the 706 Report using the run control parameter TL\_Detail on the Wednesday after the payroll is processed.
2. Timekeepers will use the report to identify those employees who went through batch approval\* and obtain manager's signature and keeps the report on file.

*\*Batch approval is the process by which employees' time is automatically approved by the system when the manager fails to approve their time in HR Direct.*

## **Human Resources Role**

1. Process manual adjustments and corrections for time after it is paid.
2. Partner with timekeepers to administer the self-service component of Time and Labor.
3. Generate reminders about time and labor deadlines, holiday reporting, etc.
4. Oversee the Manager Approval process.

## **Resources**

<b><u>Type</u></b>	<b><u>Source</u></b>
Facilitated Training Classes	<a href="http://www.massachusetts.edu/hrdirect/training.html">www.massachusetts.edu/hrdirect/training.html</a>
Work Sessions	<a href="http://www.massachusetts.edu/hrdirect/training.html">www.massachusetts.edu/hrdirect/training.html</a>
UPK	<a href="http://www.massachusetts.edu/hrdirect/index.html">www.massachusetts.edu/hrdirect/index.html</a>
Help link	Within the HR Application
Human Resources	Dave Estrella 774-455-7567 Fran Zannoni 774-455-7571 Agnes Bolton 774-455-7566
Timekeepers	Jillian Warren 774-455-7701 for UITS Deb Fisher 774-455-7551 for CAS Diane Tkachuk 774-455-7564 for President's Office Sheryl Jablonski 413-545-0003 for Donahue

## **Other Documents to Reference – Attached**

- Transaction Codes and Descriptions
- How to Report Your Time – Job Aid
- How to Approve Time – Job Aid
- Correction Form