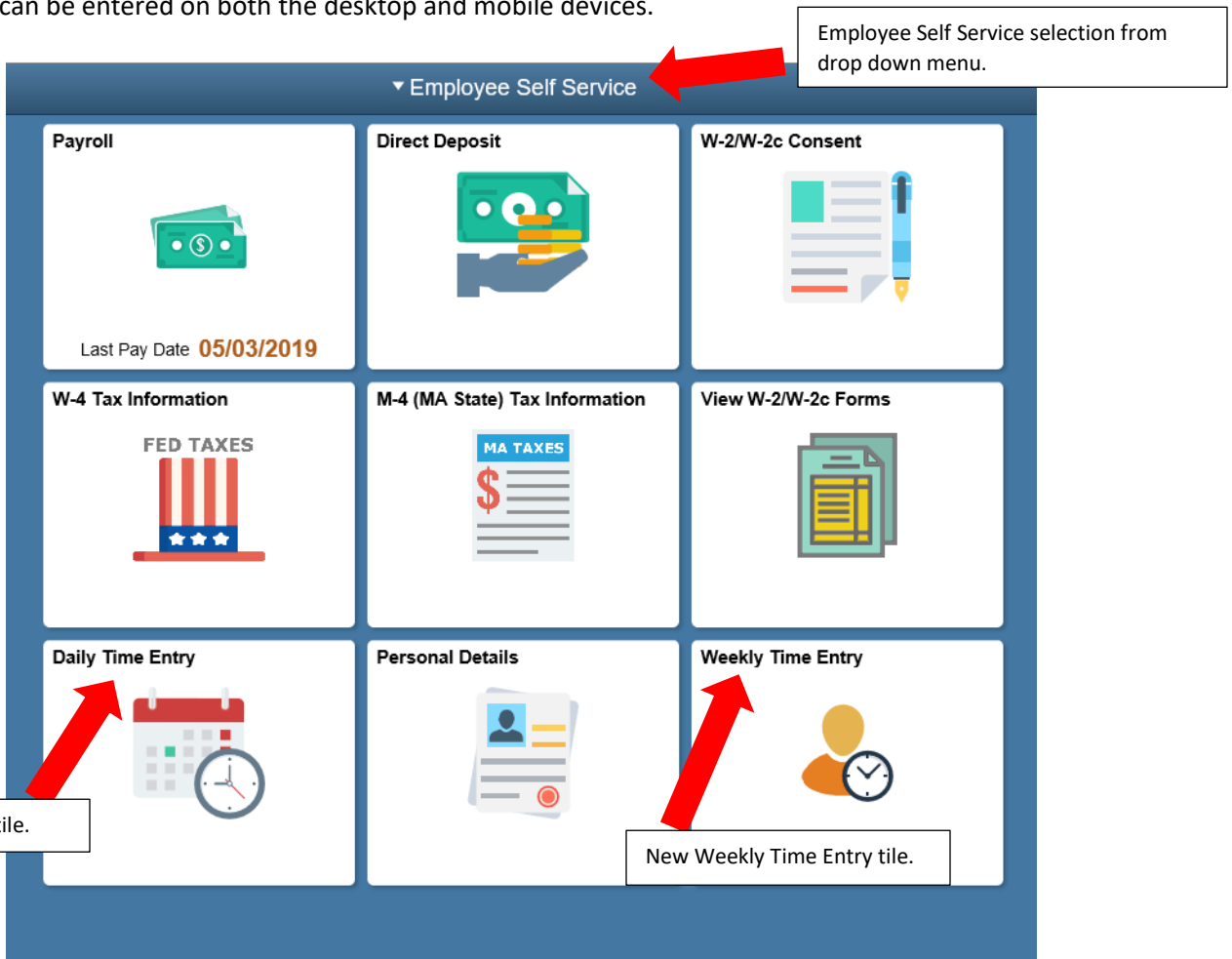


## UMMS HR Direct Upgrade – Time and Labor Entry Changes

### Changes to New Time Entry Pages in Employee Self Service of HR Direct

To access new Time Entry pages:

- Confirm you are on the HR Direct Employee Self Service home page as displayed on the top horizontal menu. If you are not on the page, click on the drop-down horizontal bar menu and select Employee Self Service.
- Click on a new Time tile – **Weekly Time Entry** or **Daily Time Entry** (the Report Time tile is no longer available).
- Time can be entered on both the desktop and mobile devices.



The screenshot displays the 'Employee Self Service' dashboard. At the top, a red arrow points to the 'Employee Self Service' dropdown menu, with a callout box stating 'Employee Self Service selection from drop down menu.' The dashboard is organized into a 3x3 grid of tiles. The tiles are: Payroll (with 'Last Pay Date 05/03/2019'), Direct Deposit, W-2/W-2c Consent, W-4 Tax Information (with 'FED TAXES' icon), M-4 (MA State) Tax Information (with 'MA TAXES' icon), View W-2/W-2c Forms, Daily Time Entry (with a calendar and clock icon, and a callout box 'New Daily Time Entry tile.'), Personal Details, and Weekly Time Entry (with a person icon and clock, and a callout box 'New Weekly Time Entry tile.').

# Changes to New Time Entry Pages in Employee Self Service of HR Direct

## Weekly Time Entry page view changes:

- HR Direct Time Entry page has a new look and feel.
- Select the time reporting code first and then put the hours in second.
- Scheduled hours will now be displayed for validation.
- Access a calendar view by clicking on the date range and a pop-up calendar will appear.
- New left side menu bar that includes a new **Daily Time Entry** tab and a new **Leave Balances** tab.
- If you have multiple jobs, access a drop-down menu under the Enter Time prompt in the upper left corner of the page. Click on the job you want to display for the functions you are performing. Also, when you access other sections of Employee Self Service, such as, **Payable Time** or **Leave Balances**, confirm you're in the correct job for the time entry functions.

The screenshot shows the 'Employee Self Service' interface for 'Time' entry. A new left-side menu bar is visible, containing 'Timesheet', 'Weekly Time Entry', 'Daily Time Entry', 'Payable Time', and 'Leave Balances'. The main content area is titled 'Enter Time' and shows a job selection dropdown menu with 'Chemistry-23.54' and 'Human Resources & EOO-14' as options. Below this, the 'Sup/Rpt Combo Code' is displayed. A date range '12 May - 25 May 2019' is shown, with a 'Biweekly Pay Period' summary indicating 'Scheduled 0.00 | Reported 0.00'. A calendar pop-up is visible, showing the current date '21' selected. The main table displays 'Time Reporting Code / Time Details' for each day of the week (Sunday 12 to Saturday 18), with 'Scheduled 0' and 'Reported 0' for each day. A 'Submit' button is located at the bottom right. A dropdown menu for time reporting codes is open, listing various codes such as 'ALT - Allowed Time', 'BEV - Bereavement', 'BLD - Blood Donation', 'CRT - Court Time', 'FMLA - FMLA', 'FSK - Family Sick Time', 'HCTA - Holiday Comp Time Adjust(\*)', 'HCTIA - Holiday Comp Time Adjust(\*)', 'HCTEP - Hol Comp Time Earned Premium', 'HCTES - Hol Comp Time Earned Straight', 'HCTU - Hol Comp Time Used', 'HNP - Holiday No Pay', 'HOL - Holiday', 'IAP - Industrial Accd Lv Partial Pay', 'IND - Indus Accd Lv Pending Approval', 'IPP - Injured by Patient/Pilotner', 'JDY - Jury Duty', 'MAE - Extended Maternity Leave', 'MATNP - Maternity Leave NOP', 'MATP - Maternity Leave Personal', and 'MATS - Maternity Leave Sick'.

**Annotations:**

- New left side menu bar.** (Points to the left navigation menu)
- New Daily Time Entry page. If accessed by mobile device, click submit button after each time entry.** (Points to the 'Daily Time Entry' menu item)
- Select job you want to display from drop down menu if you have multiple jobs. Your supervisor and funding source code will automatically populate and display below.** (Points to the job selection dropdown)
- Scheduled hours displayed for validation.** (Points to the 'Scheduled 0.00 | Reported 0.00' summary)
- Click on the date range and a calendar will pop up. You can click on a date in the calendar to change the view to that 7-day time view.** (Points to the date range and the calendar pop-up)
- Select time reporting from drop down menu before entering time.** (Points to the time reporting code dropdown)
- Enter time after selecting time reporting.** (Points to the input fields for time reporting)