



University of
Massachusetts
Medical School

Time Approval and Reporting; Need Help?

Do You Have Situations When You Aren't Able to Approve Employee Time? There are Options

- Managers may delegate the responsibility of approving time for all or a subset of your direct reports to another manager or appropriate person(s) that meets the eligibility criteria.
- The criteria for a delegate and how to appoint a delegate for the time approval process are outlined on the Delegation Form. Please [click here](#) to access the [Delegation Form](#) located under "Manager Self Service" on HR Direct Procedures page.
- Managers can log into HR Direct from any computer, anywhere.

Need Help With Your Time Reporting and Approval Procedure?

If you have questions or need help regarding the Time Reporting and Approval Process, you may do the following:

MSS & ESS Help

- Contact the Payroll Department at 508-856-5260, option 4 or via email at Payrollumms@umassmed.edu

MSS Help – Managers that Need Help with MSS

- Please [click here](#) to access an overview of the basic steps involved with the [Time Approvers Process - MSS](#)
- Please [click here](#) to access a "MSS Online Training Guide" that provides a step by step guide to the [Time Approvers Process - MSS](#)

ESS Help – Departments that Want to Use ESS for Time Reporting

- Please [click here](#) to access an overview of the basic steps involved with the [Employee Self-Service for Time Reporting](#)
- Please [click here](#) to access a "ESS Online Training Guide" that provides a step by step guide to the [Employee Self-Service for Time Reporting Process - ESS](#)

