

## 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](mailto: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](#)