


HR Direct – EXCEPTION TIMESHEET REPORTING

1. To login to HR Direct Employee Self Service navigate to <http://www.uml.edu/hrdirect>, and click HR Direct login button .

2. Enter your **Campus User ID**, **Password**, and select “**Lowell**” as your Campus; click **Login**.

* **Campus User ID:** UMass Lowell Email address i.e. First_Last@uml.edu

* **Password:** same as your UMass Lowell Email password.

Secure Access Login

Campus User ID:

Password:

Campus:

[Forgot Password?](#) | [Need Help?](#)

3. Navigate to Self Service > Time Reporting > Report Time > Timesheet. Click the **Timesheet Link**.

Job Title: Staff Administrator Employee Record Number: 0 Department: L220101 Admin Systems Integration

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours

From Sunday 11/29/2009 to Saturday 12/05/2009

Timesheet		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Shift	Shift Combo Code
		11/29	11/30	12/1	12/2	12/3	12/4	12/5					
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

Category	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	11/29	11/30	12/1	12/2	12/3	12/4	12/5	
Total Reported Hours								

Note: Use the **Timesheet** page to report **Exception** (time other than **REGULAR**) hours for the current pay period using time reporting codes from the drop down. The defaults for the **View By** field are set on the **User Preferences** page. Values are **Day**, **Week**, or **Time Period**. **Unless otherwise requested by supervisor, the system deadline 5:00p.m. Sunday of payweek, (i.e. the Sunday before checks are issued on Friday).**

- If you want to see a different date range, change the value in the **Date** field to reflect the starting date for the week, then click the **Refresh** button to update the page. Alternatively you can click on [<< Previous Week](#) or [Next Week >>](#) to scroll week by week through the timesheet entries.
- Enter the necessary number of **Exception** hours into the day’s field. If you have NO Exceptions for any day – you do NOT need to enter time.

6. Click the **Time Reporting Code** list.

Note: For additional information on time reporting codes refer to: [Understanding Time Reporting Codes](#)

7. If a single day has partial time entry, you will need to enter multiple rows – 1 row for each Time Reporting Code – such that the total is equal to your scheduled hours for that day. You will need to enter the REGULAR hours for any day with a partial time entry.(See Example below)

From Sunday 11/08/2009 to Saturday 11/14/2009

Timesheet Overrides

	Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Total	Time Reporting Code	Type
+ -		3.5							SIC - Sick Time	
+ -		4.0							REG - Regular Pay SERS Elig	
+ -					7.5				VAC - Vacation Time	

Submit


Note: You do not need to do any entry for a Holiday as it is not a scheduled day to work.

8. If you have no further entries, click the **Submit** button.



9. Click the **OK** button.

FOR ADDITIONAL INFORMATION REGARDING TIME REPORTING PLEASE REFER TO THE NEXT PAGE.

ADDING COMMENTS

1. If you want to add an optional Comment to time submitted, click on [Reported Time Status – click to view](#) link.
2. The submitted time and time reporting codes are displayed. You can enter comments by clicking on the comments icon .

 [Reported Time Status - click to hide](#)

<u>Date</u>	<u>Status</u>	<u>Total Time Reporting Code</u>	<u>Sched Hrs</u>	<u>Comments</u>
11/09/2009	Submitted	4.000 REG	7.50	
11/09/2009	Submitted	3.500 SIC	7.50	

3. Comments box appears, enter appropriate comment. Comments are viewable by employee, manager and payroll. They cannot be deleted once saved.

Comments

Employee ID: _____
 Job Title: Staff Assistant I (37-101) Employee Record Number: 0

Date Under Report: 01/26/2010

Operator Id	DateTime Created	Source	Comment
1	02/01/2010 12:24PM	Time Reporting	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

Customize | Find | View All | First 1 of 1 Last

4. Click the **Save** button twice, you will be returned to Time Sheet Entry.

VIEWING ACCRUALS

1. If you want to confirm accrued time, including Compensatory Time is available to use, scroll to bottom of screen.

Plan Type	Plan Type	End balance as of 11/08/2009
5B	UMass Sick Bank	
50	Sick	584.300
51	Vacation	373.692
52	Personal	6.500
	Comp Time - H60DAYEXP	
	Comp Time - OT60DAYEXP	

2. Click on [Time Reporting](#) to Return to time reporting then click on [Timesheet Link](#) to continue entering time, if needed.