

## Performing Time Approval

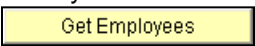
Managers should be approving employee time in HR Direct if your direct reports are hourly students and temporary employees; mid-management & non-unit professionals; or any clerical & technical staff.

### Employee Selection

1. Within the Manager Self-Service section, Navigate to **Approve Time and Exceptions** and click the **Payable Time** link.
2. Use the **Employee Selection Criteria** section of the **Approve Payable Time** page to select a group of employees or an individual employee for time approval.
3. Click the spyglass icon next to the **Group ID** field and you should see a Z code with your name; you will also see Z codes for those of your direct reports who are also managers.

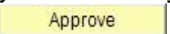
Description	Value
Group ID	Z0010
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	

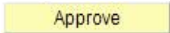
**Note: Best practice is for managers to use the Z-Group to select their employees. This ensures they are only approving for employees directly reporting to them.**

4. Once you have entered the Group ID, click .
5. The employees reporting to you and whom you need to approve time for should appear at the bottom of the page.

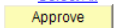
**Note: You will ONLY see those employees who have time that needs approving.**

## Approving Payable Time

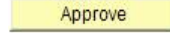
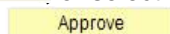
1. You have the ability to approve time for each employee individually by reviewing the total hours, selecting the appropriate check boxes, and clicking .

You can also approve all employees at once by choosing **Select All** and .

Select	Name	Employee ID	Empl Rcd Nbr	Time Reporting Code	TRC Quantity
<input type="checkbox"/>	Luis Duran		0	STYWS	22.000000

[Select All](#)
 [Clear All](#)


2. Alternatively, you can choose to review and approve each employee individually by clicking an entry in the **Name** column. The **Approve Payable Time** page displays payable time for the employee and includes the breakdown of time by day and time reporting code.

You have the ability to approve all time for the employee from this page by choosing **Select All** and  or select the individual items you wish to approve by clicking the check box next to the item, then .

### Approve Payable Time

Luis Duran

Employee ID:

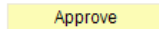
Job Title: Student FWS Employee

Employee Record Number: 0

Select the time you wish to approve and then click the Approve button.

Start Date:  End Date:

Approval Details						
Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Comments
<input type="checkbox"/>	11/15/2010	STYWS	6.000000	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	11/17/2010	STYWS	6.000000	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	11/18/2010	STYWS	2.000000	Hours	<a href="#">Adjust Reported Time</a>	
<input type="checkbox"/>	11/19/2010	STYWS	8.000000	Hours	<a href="#">Adjust Reported Time</a>	

[Select All](#)
 [Clear All](#)


**Best Practice:** Only Approve Correctly Reported Time. If a detail row is incorrect, uncheck that row and notify the employee to make the appropriate corrections and resubmit time for approval. The changes will show up in your next approval list.

**Tip & Tricks:** Clicking on the [Adjust Reported Time](#) link will call up the employee timesheet where the funding Combo Code(s) can be viewed for hourly employees. This is particularly helpful when an hourly employee has multiple jobs and you need to ensure they reported hours to the correct job/grant/funding source.

## Logging onto the HR Application

University of Massachusetts  
UMASS Amherst Boston Dartmouth Lowell Worcester UMassOnline

Secure Access Login

Campus User ID:   
Password:   
Campus:

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

[Privacy Policy](#) | [Site Requirements](#)

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1. Navigate to the Campus Web Site  
<http://www.uml.edu/hrdirect>
2. Click the [HR Direct Login](#) link.
3. The Login Screen opens.
4. Enter your **Campus User ID** (John\_Doe@uml.edu).
5. Enter your **Password** (Same as your email address).
6. Select "Lowell" as your **Campus**.
7. Click the  button.

Hourly student time needs to be approved by the manager before it can be paid. Unapproved time will not be processed.

Managers must adhere to the time approval deadlines within HR Direct. A payroll calendar of all deadlines is available on the HR Direct web page:

<http://www.uml.edu/hrdirect>

## Time Administration Process

The Time Administration Process takes the Reported Time and processes it through a rules engine and turns it into Payable Time.

**Managers can only approve Payable Time.**



The Time Administration Process is run according to the schedule below & completes in about 75 minutes:

- Normal Days - 12:00 PM (Noon) and 5:00 PM
- Approval Monday - 9:30 AM; 12:30 PM; 3:30 PM; 8:00 PM; 12:00 AM (Midnight)

## Payroll Calendar

The payroll calendar is posted on the HR Direct web page and includes system deadlines for employees to enter time and managers to approve time. Managers can set earlier deadlines for their employees if desired.

“**Approval Monday**” is the first Monday following the pay period. It is when managers are encouraged to perform time approvals. Managers have until 11:59PM on Approval Monday to complete time approval for that pay period.

## Online Web Tutorials

The HR Direct web page offers online Web Tutorials and Video Screencasts. Click on the “**Information For**” link, and select **Staff** or **Faculty**.

## Application Support

If you encounter any login or desktop issues, please contact:

**Help Center- Olsen Hall, Rm. 107**  
**978-934-4357 (HELP)**  
**866-435-7437 (866-HELP-HERE)**

If you encounter any HR Direct application issues, have business process questions, or need to update any personal or job data, please contact:

**Human Resources**  
**Dugan Hall, Room 201**  
**978-934-3560**



University of Massachusetts  
Lowell  
Human Resources  
Department

Welcome to  
Self-Service  
Time  
Approval

This brochure is intended for managers responsible for approving employee reported time. It provides quick navigation steps to access some of the basic features including logging in and approving time through the HR Direct Self-Service website.

<http://www.uml.edu/hrdirect>

1/2011