<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Logon to HR Direct Employee Self Service: <a href="http://www.uml.edu/hrdirect">http://www.uml.edu/hrdirect</a></td>
</tr>
<tr>
<td>2.</td>
<td>For User Account and Password use your complete email address, including @uml.edu, then choose Lowell Campus</td>
</tr>
<tr>
<td>3.</td>
<td>Navigate to Self Service &gt; Time Reporting&gt; Report Time&gt;Timesheet Click the <strong>Timesheet Link</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>Use the Timesheet page to report <em>Exception</em>( 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 <strong>Day</strong>, <strong>Week</strong>, or <strong>Time Period</strong>. Unless otherwise requested by supervisor, time MUST be reported by 5:00p.m. Sunday of payweek, i.e. the Sunday before checks are issued on Friday.</td>
</tr>
<tr>
<td>5.</td>
<td>If you change the value in the Date field, click the Refresh button to update the page.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter the necessary number of <em>Exception</em> hours into the day’s field.</td>
</tr>
</tbody>
</table>
### Step 8
Click the **Time Reporting Code** list. *(See Appendix A for complete Time Reporting Code List)*

### Step 9
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)

If you have NO Exceptions for any day – you do NOT need to enter time.

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

### Step 10
If you have no further entries, click the **Submit** button.

### Step 11
Click the **OK** button.

### Step 12
**END PROCEDURE FOR REPORTING EXCEPTION TIME**
### ADDITIONAL INFORMATION

1. Notice that the Reported Hours Summary section has been updated.

2. If you want to add an optional Comment to time submitted, click on [Reported Time Status – click to view](#).

3. 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](image)

   Follow campus business rules for entering comments.

4. Click [SAVE](#) twice, you will be returned to Time Sheet Entry.
6. If you want to confirm what time, including Compensatory Time is available to use, scroll to bottom of screen.

7. Click on Comp Time – H60DAYEXP for more detail. You will see time available as well as Expiration Date.

8. Click on Time Reporting to Return to time reporting then click on Timesheet to continue entering time, if needed.

9. For additional job aids, policy and other useful information - www.uml.edu/hrdirect Time and Labor Self-Service*, Understanding Time Reporting Codes