Logging Onto the HR Application

1. Navigate to the Campus website [http://www.uml.edu/hrdirect](http://www.uml.edu/hrdirect).
2. Click the [HR Direct Login](http://www.uml.edu/hrdirect) link.
3. The login screen opens.
4. Enter your [Campus User ID](http://www.uml.edu/hrdirect) – this is same as your student email address.
5. Enter your [Password](http://www.uml.edu/hrdirect).
6. Select “Lowell” as your [Campus](http://www.uml.edu/hrdirect).
7. Click the [Login](http://www.uml.edu/hrdirect) button.

Direct Deposit Enrollment
Employees are encouraged to sign up for direct deposit to ensure timely distribution of pay. Use the self-service Direct Deposit page to enroll in and maintain current direct deposit information.

1. Click the [Self Service](http://www.uml.edu/hrdirect) link in the Navigation Menu.
2. Click the [Payroll and Compensation](http://www.uml.edu/hrdirect) link.
3. Click the [Direct Deposit](http://www.uml.edu/hrdirect) link.
4. To add an account, click the [Add Account](http://www.uml.edu/hrdirect) button to open the Add Direct Deposit page.
5. Enter the appropriate information for each of the open fields, including your Routing Number, Account Number, Account Type (Savings or Checking).
6. You can specify a flat amount or percentage of your paycheck that you want deposited.
7. If only one account is used, you MUST select balance. If multiple accounts are used, you must specify the account used for the balance of the paycheck amount first.
8. Click on the [Save](http://www.uml.edu/hrdirect) button to return to the main Direct Deposit page.
9. The account information is now displayed. To view the details of this account in read-only format, click the [Account Type](http://www.uml.edu/hrdirect) link.
10. “Go Green” by clicking the [Pay Statement Print Option](http://www.uml.edu/hrdirect) link, and select “Do not print copy of my pay advice” to opt out of receiving printed pay stubs. Employees can always view pay advices online.

*Note: This process will not take effect until the next paycheck.*

**Additional HR Direct Self-Service Features**

- **View Your Pay Advice:** Pay Advices are available via HR Direct on the Thursday before payday.
- **Update Personal Information:** HR Direct self-service allows employees to edit their address and contact information.
- **Updating Tax Withholding:** Employees can view and update Federal & State tax withholding information.

**About Time Reporting & Payroll**

- Student employees are granted security access to HR Direct once their contract has been processed by Human Resources.
- Self-service time reporting can only be done for the current pay period. See manager if time needs to be added/adjusted for prior periods.
- Payroll is run bi-weekly – see the campus Payroll Calendar on the “Information for Student Employees” page of HR Direct.
- Time Administration is a process that moves reported time to payable time. Managers can only approve payable time – hence employee time-reporting deadlines should be a day prior when manager is going to approve time.
- Managers must approve time in HR Direct in order for student employee to be paid.

**Online Web Tutorials**

HR Direct offers online Web Tutorials and Video Screencasts. Click on the “Information For” link, and select Student. [http://www.uml.edu/hrdirect](http://www.uml.edu/hrdirect)

**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
  hr@uml.edu
  (978) 934-3560
Entering Time Using Online Timesheet

1. Navigate to Self Service > Time Reporting > Report Time > Timesheet.
2. Click the Timesheet Link.
3. If you have multiple jobs, scroll to the bottom of the screen and click on the job description for which you want to report time. Key fields to review are Department and Combo Code (on timesheet). See your manager if assistance is needed. Users with a single job will see the Timesheet immediately.

<table>
<thead>
<tr>
<th>Name</th>
<th>Final Rcd Dbl</th>
<th>Department</th>
<th>Department Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Employee</td>
<td>2 L200101</td>
<td>Admin Systems Integration</td>
<td></td>
</tr>
<tr>
<td>Student Employee</td>
<td>1 L200200</td>
<td>Info Tech Project Management</td>
<td></td>
</tr>
<tr>
<td>Student CWJP Employee</td>
<td>0 L200200</td>
<td>Info Tech Project Management</td>
<td></td>
</tr>
</tbody>
</table>

4. Select the appropriate time reporting period. Users have multiple options including updating the View By and Date fields and clicking Refresh or using the Previous or Next link.

5. Enter the total number of hours worked into each day’s field.
6. Click the Time Reporting Code dropdown list and choose from the following:
   - STYSH – Student Yearly Hourly for Student Employee hours.
   - STYWS – Student Yearly Work Study for Student Work Study hours.
   - SMOVP- Manual Student Overtime should NOT BE USED by student employees when reporting time. This code is only used by Payroll Office staff.
7. Repeat for each day worked.
8. Click Submit
9. Click OK

Viewing Approval Status
Managers must approve time before it will be paid. Here is how to check the status of your payable time:

1. The system deadlines for reporting time are listed in the Payroll Schedule. To view the Payroll Schedule, navigate to: HR Direct > Information For > Students > Payroll Schedule.

   Note: The department managers may set earlier deadlines.

2. Navigate to Self Service > Time Reporting > View Time > Payable Time Detail.

   Statuses include:
   - Needs Approval
     Manager approval is still pending.
   - Approved
     Time has been approved and will be processed by Payroll.
   - Taken by Payroll
     Payroll is processing for current pay period check.
   - Distributed
     Employee check/pay advice has been issued.