HR Direct – POSITIVE TIME 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.

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

4. If you have multiple job records scroll to the bottom of the screen, click on the name that matches the appropriate job record. For users with a single job record – you will see Timesheet immediately.

   "Timesheet"

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

6. Enter the desired number of hours into each day’s field.

7. Click the **Time Reporting Code** list. and select **REE – Reg Pay Non Teaching Alt Ret**

9. If you have no further entries, click **Submit**.

10. Click **OK**.

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

**ADDITIONAL INFORMATION**

**ADDING COMMENTS**

1. If you want to add an optional Comment to time submitted, click on **Reported Time Status – click to view** link.

   The submitted time and time reporting codes are displayed. You can enter comments by clicking on the comments icon 📈.

2. **Reported Time Status – click to hide**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Total Time Reporting Code</th>
<th>Sched Hrs</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/05/2009</td>
<td>Submitted</td>
<td>4.000 REG</td>
<td>7.50</td>
<td><img src="image" alt="Comment" /></td>
</tr>
<tr>
<td>11/05/2009</td>
<td>Submitted</td>
<td>3.500 SIC</td>
<td>7.50</td>
<td><img src="image" alt="Comment" /></td>
</tr>
</tbody>
</table>

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

   **Comments**

<table>
<thead>
<tr>
<th>Employee ID:</th>
<th>Job Title:</th>
<th>Staff Assistant</th>
<th>Employee Record Number:</th>
</tr>
</thead>
</table>

   **Date Under Report: 01/25/2010**

<table>
<thead>
<tr>
<th>Operator ID</th>
<th>DateTime Created</th>
<th>Source</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/20/2010 12:24PM</td>
<td>Time Reporting</td>
<td><img src="image" alt="Comment" /></td>
</tr>
</tbody>
</table>

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