


HR Direct – POSITIVE TIME REPORTING

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

- 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?](#)

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

- 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.

Rafael Rodriguez				Customize Find	First 1-2 of 2 Last
Job Description	Empl Rcd Nbr	Department	Department Description		
Student Employee	1	L220101	Admin Systems Integration		
Student Employee	0	L355010	Center for Learning		

Timesheet

Employee ID: _____

Job Title: Administrative Assistant II Employee Record Number: 0 Department: L670800 Tsongas Industrial History Ctr

[Click for instructions](#)

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

Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Monday 02/01/2010 to Sunday 02/07/2010

Timesheet Overrides

	Mon 2/1	Tue 2/2	Wed 2/3	Thu 2/4	Fri 2/5	Sat 2/6	Sun 2/7	Total	Time Reporting Code	Type	Shift	Shift Combo Code
<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](#)

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
10. Click .


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.
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</u>	<u>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	<input type="text"/>

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