University of Massachusetts
UMASS Lowell

HR Direct – UNDERSTANDING MULTIPLE JOBS

Intro: Some hourly employees have multiple job records that managers may see when approving time. This is often because a person is funded from different financial accounts and is most common among grants employees.

Below are some tips to understanding the different job records.

Viewing Employee Details Prior to Approval

1. Navigate to **Manager Self Service > Approve Time and Exceptions** > **Payable Time**

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. The employee(s) selected that need time approved will appear at the bottom of the page. An example of this is displayed below.

NOTE: Only employee job records that have time needing approval will appear.

Select	Name	Employee ID	Empl Rcd Nbr	Time Reporting Code	TRC Quantity	Job	Department	Workgroup	Business Unit	Supervisor ID
☐	Patricia Research	10867810	2	REE	9.750000	HJ4600	L630200	L_HRLYNE	UMLOW	10028422
☐	Patricia Research	10867810	4	REE	10.000000	HJ4600	L630200	L_HRLYNE	UMLOW	10028422
☐	Patricia Research	10867810	5	REE	9.750000	HJ4600	L630200	L_HRLYNE	UMLOW	10028422

The fields displayed provide some information to help differentiate between the multiple jobs. In the example above, if the manager wasn't aware of the different employee records (Empl Rcd Nbr), they may need to drill down to the **Timesheet** to see more details.

4: Click on the hyperlinked name Patricia Research for the desired record. This will open up the **Approve Payable Time** page for the employee. This is where the total hours per day can be reviewed and approved.

5. Click on the Adjust Reported Time link and the employees **Timesheet** page will display.

Additional information on this timesheet page includes the hourly rate of pay and the Combo Code(s) used to pay the employee for this job record.

Optional Navigation The manager can view the Combo Code(s) by going directly to the employee timesheet.
Manager Self Service > Report Time > Timesheet

This option allows the manager to see the timesheets for their employee's job records. It does not require the employee to have any reported time.