

Time and Labor Reporting Policy

Manager Training



Overview

The goal of this training is to review manager's responsibilities in relation to accurate Time & Labor reporting. As a manager, you will be able to take the needed steps to approve time for your employees through the Manager Self Service (MSS) system.

This training will cover:

- Time reporting and time approval procedures within HR Direct
- Managing system approved time and after the fact (or late) confirmation of time, in Summit
- Corrections to incorrect time reported
- Review of the Medical School's Time & Labor Policy

Approving time –CWM & MBL Managers

Employees in Commonwealth Medicine (CWM) and MassBiologics (MBL) have separate Time & Labor systems for timesheet entry and manager approval.

CWM

Employees and Managers enter and approve timesheets within Kronos.

- Job aids for Kronos can be accessed through [CWM SharePoint](#)
- [Access to Kronos](#) for CWM Managers to approve
- Questions regarding Kronos – CWMKronos@umassmed.edu

MBL

Employees and Managers enter and approve timesheets within Oracle

- Job aids for Oracle can be accessed through [MassBiologics SharePoint](#)
- [Access to Oracle](#) for MBL Managers to approve
- Questions regarding Oracle – MBLITHelpdesk@umassmed.edu

Approval of Time – Role Definitions

I. Manager/Supervisor – Approve Time

(throughout this deck, Managers are also referred to as Supervisors)

- An employee's supervisor, as listed in HR Direct, is responsible for reviewing the hours submitted into the HR Direct System for accuracy, for each direct report, for that week worked. The supervisor verifies and approves the submitted time for payment by UMMS for each direct report.

II. Delegate – Approve Time

- A Supervisor may, with proper approval, assign a Delegate to review and approve their direct report's time worked on the Supervisor's behalf.
- The delegate must be another manager or supervisor with similar rank and authority in managing department approvals
- No manager or supervisor, or a delegate, may approve his or her own time
- The delegate will have unrestricted access to your employee's time sheet in order to approve on your behalf
- Even if a Delegate is used by a Supervisor to review and approve the Supervisor's direct reports in HR Direct, the Supervisor remains responsible and accountable for ensuring that UMMS only pays employees for actual time worked as well as compliance for the Supervisor's Department's payroll in accordance with UMMS policy

Time Reporting and Approving Procedures

Benefitted Employees:

- Benefitted employees with fixed schedules are *exception time reporters* and only need to report exception time, which is any deviation to their regular schedule. This could be use of accruals (such as sick, personal, vacation) or recording overtime hours worked. If no exception time is used the employee makes no changes to their timesheet. The employees fixed schedule will be sent to the manager for approval.
- If an employees has exception time to report for the week the hours will need to be entered into the timesheet for the day, they were used.
 - The Time Reporting Code corresponding to the type of time will need to be reflected.
 - If less than a full days' worth of accrual time is used, the employee must account for the full days' worth of hours. For example, if the employee is scheduled for an 8-hour day and takes 4 hours of vacation and works 4 hours, they must enter in 4 VAC hours and 4 REG hours. Reporting less hours than the schedule will result in an exception.

Non-Benefitted Employees:

- Non-Benefitted employees do not have standard schedules in the system and are *positive time reporters*.
- All hours worked must be entered into the timesheet weekly in order for the employee to be paid.

Time Reporting and Approving Procedures

- Employees enter their time weekly on Thursdays, either through HR Direct employee self-service or through a department timekeeper process.
 - This requires the employee to estimate and submit their anticipated working hours for Friday.
- Changes to the estimated hours may be changed either by the Supervisor or the employee on Friday morning.
- If the reported time is changed after noon on Friday, it will not be available for approval by the Supervisor until after the Time Administration process runs overnight on Friday.
- Please note that time reported after 12:00pm on the Monday preceding a payroll will not be available for Supervisor Approval. Any employee reporting time after that point must notify their manager of the entry.

Time Reporting and Approving Procedures

- Supervisors or delegates are required to review and approve the time of each of their direct reports in the HR Direct System on a weekly basis.
- Supervisors or delegates approve their employees' timesheets on Fridays for the current week.
- Time reported by employees must be processed in PeopleSoft to be available for approval by the supervisor or delegate. The Time Administration process runs at 12:00pm and 5pm daily. All time reported prior to that time will be available for supervisor approval on Friday afternoon. Any time entered after 12:00pm on Friday will not be available until after the next Time Administration process which runs overnight on Friday. All timesheets **MUST** be approved by noon on "payroll" Mondays (ie. the day before processing day as indicated on the pay calendar).

Approval of Time – Steps

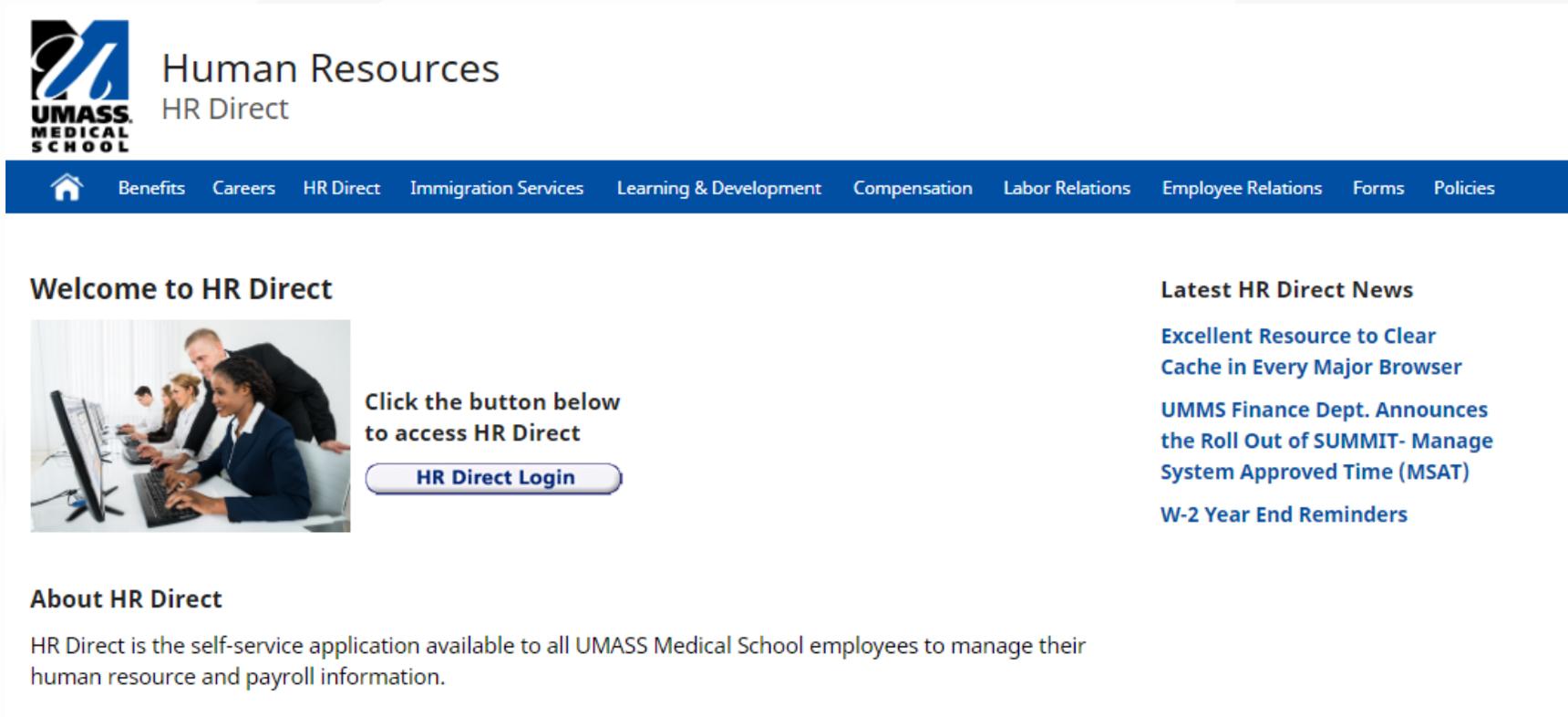
- Changes to the hours can be made either by the manager or supervisor, department timekeeper or the employee until Monday prior to noon.
- Any changes made to an employee timesheet will need to “process” within the system before being available for supervisor review. The System processes time at 12 pm and 5 pm daily (Time Administration Process). After the process runs, the Manager or Supervisor will need to approve the new reported time.

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

✓	Processing Day	✓	2019 Holiday
✓	Pay Period End	✓	Pay Period Start
✓	Check Date		

The pay calendar can be accessed through the HR Direct webpage under Holiday & Pay Calendars
<https://www.umassmed.edu/hr/hrdirect/holiday--pay-calendars2/>

Accessing HR Direct



UMASS MEDICAL SCHOOL Human Resources
HR Direct

Home Benefits Careers HR Direct Immigration Services Learning & Development Compensation Labor Relations Employee Relations Forms Policies

Welcome to HR Direct



Click the button below to access HR Direct

[HR Direct Login](#)

About HR Direct

HR Direct is the self-service application available to all UMass Medical School employees to manage their human resource and payroll information.

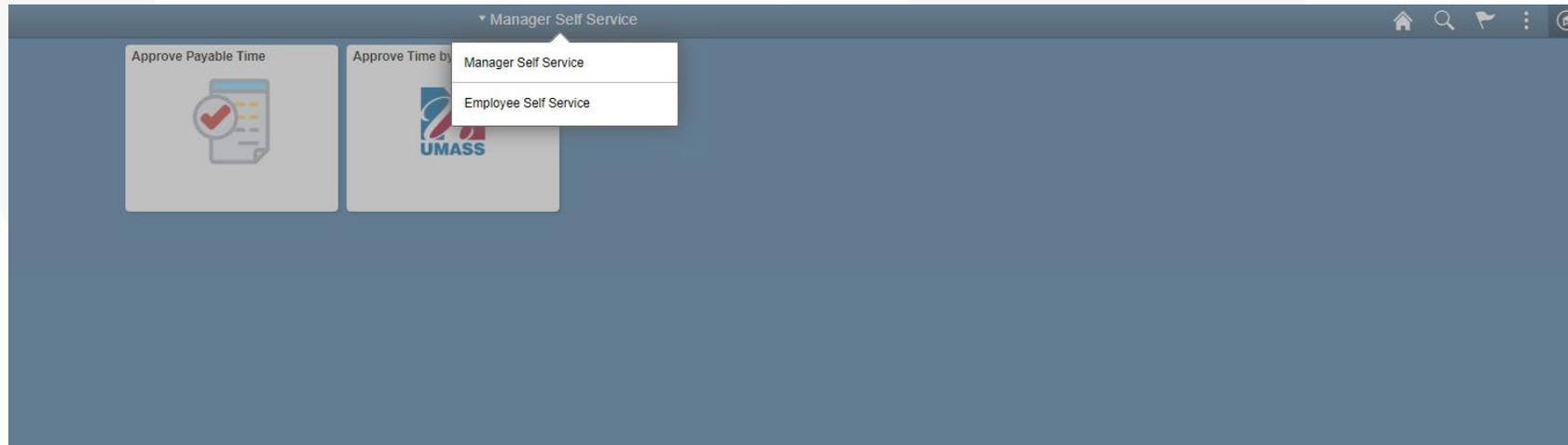
Latest HR Direct News

- Excellent Resource to Clear Cache in Every Major Browser
- UMMS Finance Dept. Announces the Roll Out of SUMMIT- Manage System Approved Time (MSAT)
- W-2 Year End Reminders

<https://umassmed.edu/hr/hrdirect/>

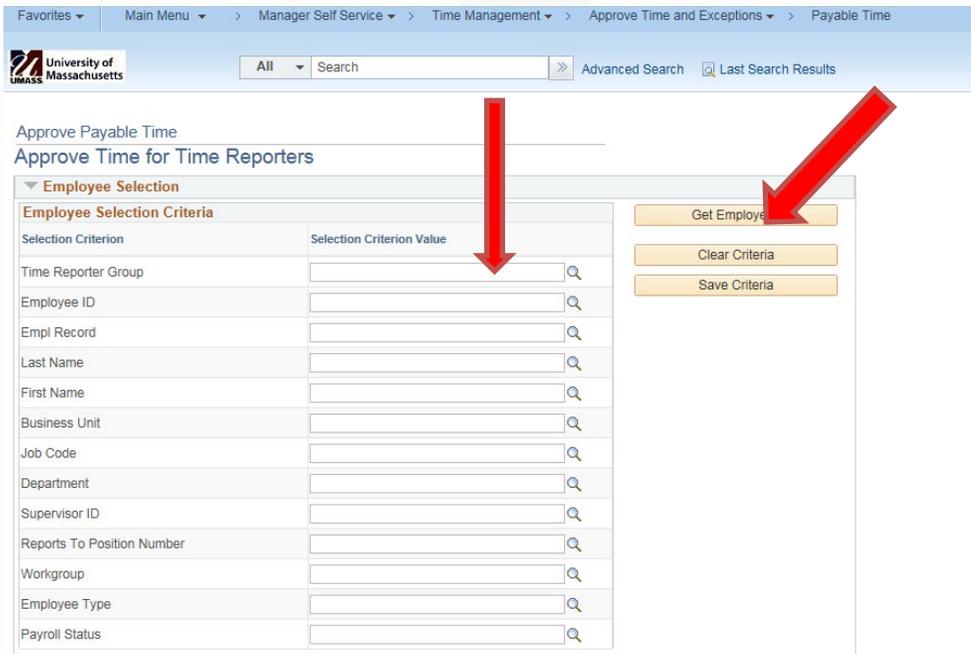
Approval of Time – Steps

- Hours reported by all employees will be displayed for each day and in total for the pay period through the Manager Self Service (MSS) section.
- Click the NavBar,  then click the “Navigator Icon”; “Manager Self Service”; “Time Management”; “Approve Time and Exceptions,” and “Payable Time”
- Once on the “Approve Payable Time” page you can add to favorites or add to your home page using the dropdown.
- You can also move between Manager and Employee Self Service tabs using the dropdown.



Approval of Time – Steps

On the “Approve Payable Time” screen the supervisor or delegate clicks on the magnifying glass in the time reporter group and clicks “Search”. The “Look Up” will show the supervisor or delegates Time Reporter Groups. Click on the Time Reporter Group you wish to approve. Scroll to the right of the screen and click “Get Employees”. You can also search by individual using name or employee ID.



The screenshot shows the 'Approve Payable Time' interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time'. Below this is the University of Massachusetts logo and a search bar with 'All' selected. The main content area is titled 'Approve Payable Time' and 'Approve Time for Time Reporters'. Under the 'Employee Selection' section, there is a table with 'Employee Selection Criteria' and 'Selection Criterion Value'. The criteria include: Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Business Unit, Job Code, Department, Supervisor ID, Reports To Position Number, Workgroup, Employee Type, and Payroll Status. Each criterion has a search icon. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. Two red arrows point to the search icon in the 'Time Reporter Group' field and the 'Get Employees' button.

The time in view ‘end date’ defaults to the Sunday of the current week. Users do not need to make any changes to this field as UMMS Supervisors or Delegates do not have the ability to review time from past weeks. Approval of previous weeks time must be confirmed through the MSAT process, and any corrections should be sent to payroll for processing.

Change Time in View

Start Date 06/24/2019

End Date 07/28/2019

Approval of Time – Steps

After clicking “Get Employees” your employees within the selected Time Reporter Group will populate on the screen. The summary will show Total Payable hours and the breakdown between Base Hours; Time off; Additional Reported Hours; Shift & Differentials and paid as units.

If the reported hours are correct, the supervisor may click on “select all” and click “approve” or you may select certain employees to approve by checking the selection box next to their name and then clicking “approve”.

To review an employees hours reported by day click on the hyperlink on the employees last name to take you to the detailed view.

Change Time in View

Start Date End Date

Employees For

1-1 of 1 | View All

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Base Hours	Time Off	Additional Reported Time	Shift & Differentials	Paid as Units
<input type="checkbox"/>	Employees name					40.000	32.000	8.000	0.000	0.000	0.000

Select All Deselect All

Approval of Time – Steps

This view will show you, by date, the time reporting codes used and number of hours for each code.

If the reported hours are correct, the supervisor may click on “select all” and click “approve” or you may select certain dates to approve by checking the selection box next to the date and then clicking “approve”.

If you wish to make a correction to a particular day, click on the “Adjust Reported Time” hyperlink. This will bring you to the employees' timesheet.

Start Date 09/14/2021
End Date 10/17/2021

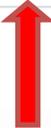
Approval Details ?

Overview Time Reporting Elements Cost Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Add Comments
<input type="checkbox"/>	10/11/2021	HOL	Needs Approval	8.000	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/12/2021	REG	Needs Approval	8.000	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/13/2021	REG	Needs Approval	8.000	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/14/2021	REG	Needs Approval	8.000	Hours	Adjust Reported Time	
<input type="checkbox"/>	10/15/2021	REG	Needs Approval	8.000	Hours	Adjust Reported Time	

Select All Deselect All

Approve



Entering Exception Time – Steps

Enter the corrected number of hours on the day you selected and locate the correct Time Reporting Code (TRC) by clicking on the drop-down menu, then click “Submit.” Changes made to the timesheet will **not** be immediately available for approval. They will be available after time administration runs which is at noon and 5pm.

Reminders:

- If the employee uses less than a full days’ worth of accrual time, the day must account for the full days’ worth of hours (i.e. 4 VAC and 4 REG must be entered).
- To see the employee’s leave accrual balances click on the “Leave/Comp Time” tab.

◀ 10 October - 16 October 2021 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) [Apply Schedule](#) [Submit](#)

Time Reporting Code	10-Sunday	11-Monday	12-Tuesday	13-Wednesday	14-Thursday	15-Friday	16-Saturday	Business Unit
Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
REG - Regular Pay SERS Eligible ▼	<input type="text"/>	4.000	<input type="text"/>	UMWOR				
VAC - Vacation Time ▼	<input type="text"/>	4.000	<input type="text"/>	UMWOR				
<input style="border: 2px solid orange;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	UMWOR
Comments	<input type="text"/>							

Holiday Time

- Holiday hours are recorded by the system and employees and/or supervisors do not need to enter the Holiday.
- If employees work on the Holiday, the employee needs to enter the Holiday work code based on their department and workgroup setup.
 - Example: An employee in SHARE works 8 hours on the Holiday
 - The system will apply 8 HOL
 - The employee enters 8 HCTWD – Holiday Comp Time Worked
 - Note: each workgroup may have different Holiday codes.
 - Additional guidance and examples can be found in the “Holiday Scenarios” Job Aid which is posted on the HR Direct webpage under Employee Self Service Job Aids.

Approval of Time – Notification

- On Friday, all Supervisors will receive a standard, automated email message as a reminder to log into HR Direct and approve any remaining payable time for the pay period.
- On Monday morning all Supervisors that have not yet approved their employee's time will receive another automated email message as a reminder that one or more of their employees has time and labor hours that need approval.
 - As a reminder this could mean that a direct report changed their hours after the supervisor initially approved, and therefore the changes will require approval.

This message is being sent to you, because as of this time you have outstanding time approvals for the current time period.
If you believe you have previously approved your employee(s) time, it is possible that a change to one or more time sheets was made that requires additional approval.
Please log into HR Direct (link below) and navigate to "Manager Self Service", "Approve Time and Exceptions", "Payable Time" and approve the time prior to noon on Monday.

This email is system generated and you cannot reply.

If you have any questions, please contact the Payroll Department at (508) 856-7855 or PayrollUMMS@umassmed.edu

*If you have a delegate that approves on your behalf, please forward this email to them.
HR DIRECT URL - <http://www.umassmed.edu/hr/hrdirect/>

Key Reminders regarding Time Approval

Supervisors/Delegates often ask, “why am I receiving notification from HR Direct that time is not approved when I thought I approved all my employees time?”

- If an employee changes time after a Supervisor or Delegate has already approved time, the change will need to be approved by the Supervisor or Delegate.
 - Example: Friday at noon the Delegate approves Employee A’s time. At 3pm Employee A leaves early and charges 2 hours to vacation. That 2 hours now needs approval. The Delegate must approve in HR Direct before the Monday deadline or will have to approve within MSAT.
- Supervisors/Delegates should double check that all scheduled hours for your employees have been submitted.
 - Example: Employee A is scheduled to work 8 hours on Monday and takes 4 hours of vacation that day. In Time & Labor Employee A must account for all 8 hours in the timesheet by recording 4 VAC and 4 REG. If Employee A only records 4 VAC, the system will create an error and the Supervisor/Delegate will not see any hours for that day. If not corrected before payroll runs the system will approve and the Supervisor/Delegate will have to approve within MSAT.

MSAT – Manage System Approved Time

- MSAT is the University’s tool for Supervisors/Delegates to approve time that was not approved in HR Direct.
- If the pay period time is not approved in HR Direct by noon Monday on a payroll week, the system automatically approves the time to ensure that it meets the payroll processing deadline.
- If there is time that was system approved, it must be reviewed and confirmed by the supervisor or delegate using Manage System Approved Time (“MSAT”) in Summit.
- Supervisors and Delegates have a dashboard view of all employees with unapproved time that requires action.

MSAT Notifications

- For time not approved prior to payroll running, a notification will be sent from SUMMIT to the employees' direct Supervisor and/or Delegate. The time will be available for review and confirmation in the Summit MSAT dashboard.
- For time not approved after 2 pay periods an escalation email will be sent to the Supervisor's manager and the notifications will continue until the time has been confirmed.
- Delegates with time that has remained unconfirmed for more than 2 pay periods will be escalated to the payroll manager and the Delegate's manager may be notified.

MSAT Notifications

- Managers with batch approved time will receive an auto-generated email from Summit_Delivers@umassp.edu. The email includes a link to the SUMMIT homepage.

Subject: Action Required: System Time Approval Needed

Action Required: System Time Approval Needed

You have unapproved payroll time paid to your employee/s that requires your confirmation.

Time that remains unconfirmed for more than for 2 pay periods will cause a notification to be sent to your direct manager.

Please follow the link below to the SUMMIT dashboard HCM: Department Admin where you can review and confirm time. A link to your campus's instruction is available there.

<https://prd.umass-summit.net/analytics/HCM: Department Admin>

Accessing MSAT in Summit

- From the SUMMIT homepage access “HCM: Confidential” from the dashboard drop down box.
- MSAT will be found on the “Action Items” tab of the “HCM: Confidential” dashboard.
- SUMMIT can also be accessed through a link on the HR Direct webpage.

Confirming Time in MSAT

- Review all system approved time on the “Manager Action Items” tab for each employee.
 - MSAT will only show the time that was not approved, or changes after a manager initially approved. Therefore, you will not see the entire week of time. To review all payable time for the week managers can navigate to the ‘paying’ tab and click on ‘Time and Labor’ under report selection.
- Confirm the time is accurate by updating the “N” to a “Y” in the Confirm column.
- Click the Confirm button to approve the time.
- A message will pop up confirming that “Updates were Successful” and the time will no longer be available on the dashboard.

Confirm System Approved Time

HCM: Confidential

Action Items Hiring Paying Managing Positions Terminating

Action Items
for

Smith, Jane - 10000123

Confirm System Approved Time

Instructions by Campus: [Boston](#) [Dartmouth](#) [Lowell](#) [President's Office](#) [Worcester](#)

Select Approval Group
 Direct Reports
 Indirect Reports
 Delegated Approver

Summary: Time Requiring Confirmation

Click On Pay Period End Date
to change manager or pay period in report at right

Red Flag indicates more that 2 Pay Periods Past Due

MGR: Smith, Jane - 10000123

Pay Period End Date	# Employees	# Entries	Total Hours
2017-11-11	4	16	58.50
2017-12-09	15	156	1,136.00
2018-01-06	1	3	0.00
2018-01-20	15	79	577.00

[Refresh](#)

Confirm and/or Adjust System Approved Time

If System Approved Time requires an adjustment then
 1. Select the adjustment view below and follow the instructions.
 2. Select the confirm time view and follow the instructions.

Select Adjustment Document or Confirm Time

Confirm System Approved Time

Change Confirm from N to Y. Click Confirm to save changes

* indicates Date Under Report for Adjustments

** indicates Date Under Report for Record-Only Adjustments

Manager Name Empld Smith, Jane - 10000123

Pay Period End Date 2017-11-11

Confirm	Person Name ID	Empl Rcd	Week End Date	TRC ID	TRC	Total Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
N	Baker, Thomas-10000001	0	2017-11-11	H	REG	(0.50)			(0.50)				
					SIC	0.50			0.50				
N	Adams, Emily-10000002	1	2017-11-04	H	REE	9.50				5.00	4.00	0.50	
			2017-11-11	H	REE	9.00				4.50	4.50		
N	Davis, Gordon-10000003	1	2017-11-11	H	PER	4.00					4.00		
					REG	(4.00)					(4.00)		
N	Hatt, Toby-10000004	1	2017-11-11	H	HOL	8.00						8.00	
					REG	32.00	8.00	8.00	8.00	8.00			

Confirm System Approved Time

HCM: Confidential

Action Items Hiring Paying Managing Positions Terminating

Action Items for Smith, Jane - 10000123

Confirm System Approved Time

Instructions by Campus: [Boston](#) [Dartmouth](#) [Lowell](#) [President's Office](#) [Worcester](#)

Select Approval Group:

- Direct Reports
- Indirect Reports
- Delegated Approver

Summary: Time Requiring Confirmation

Click On Pay Period End Date to change manager or pay period in report at right

Red flag indicates more that 2 Pay Periods Past Due

MGR: Smith, Jane - 10000123

Pay Period End Date	# Employees	# Entries	Total Hours
2017-11-11	4	16	58.50
2017-12-09	15	156	1,136.00
2018-01-06	1	3	0.00
2018-01-20	15	79	577.00

[Refresh](#)

Confirm and/or Adjust System Approved Time

If System Approved Time requires an adjustment then
 1. Select the adjustment view below and follow the instructions.
 2. Select the confirm time view and and follow the instructions.

Select Adjustment Document or Confirm Time: Confirm Time

Confirm System Approved Time
 Change Confirm from N to Y. Click Confirm to save changes

* indicates Date Under Report for Adjustments
 ** indicates Date Under Report for Record-Only Adjustments

Manager Name Empld: Smith, Jane - 10000123 Pay Period End Date: 2017-11-11

Confirm	Person Name ID	Empl Rcd	Week End Date	TRC ID	TRC	Total Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Y	Baker, Thomas-10000001	0	2017-11-11	H	REG	(0.50)			(0.50)				
					SIC	0.50			0.50				
Y	Adams, Emily-10000002	1	2017-11-04	H	REE	9.50				5.00	4.00	0.50	
			2017-11-11	H	REE	9.00				4.50	4.50		
Y	Davis, Gordon-10000003	1	2017-11-11	H	PER	4.00						4.00	
					REG	(4.00)						(4.00)	
Y	Hatt, Toby-10000004	1	2017-11-11	H	HOL	8.00							8.00
					REG	32.00	8.00	8.00	8.00	8.00	8.00		

Confirm Undo **Updates were successful.**

Approval Groups

- If applicable, you may see the following approval groups on the top left of the page:
 - Direct Reports
 - Indirect Reports
 - Delegated Approver
- Toggle between the three choices and approve time following the same steps.

Summary: Time Requiring Confirmation

- The pay periods that require approval appear on the summary report on the left side of the page.
- Red flag indicates that the time is more than two pay periods overdue for confirming.
- Double click on the Pay Period End Date to display the details on the main screen to review and update.

Summary: Time Requiring Confirmation

*Click On Pay Period End Date
to change manager or pay period in report at right*

Red Flag indicates more that 2 Pay Periods Past Due

MGR: Smith, Jane - 10000123

Pay Period End Date	# Employees	# Entries	Total Hours
2017-11-11 	4	16	58.50
2017-12-09 	15	156	1,136.00
2018-01-06	1	3	0.00
2018-01-20	15	79	577.00

[Refresh](#)

Correcting Time

- If a correction is needed you still must confirm that you reviewed the time listed by entering a “Y” in the confirm column and click the confirm button.
- Submit a timesheet correction to payroll for processing and email it to payroll@umassmed.edu.
 - The form is available on the HR intranet site in the forms section.
- Once Payroll processes the correction the time correction will appear on the MSAT dashboard and requires your review and confirmation. Corrections are identified by a * preceding the weekend date.

Confirm	Person Name ID	Empl Rcd	Week End Date	TRC ID	TRC	Total Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="text" value="N"/>	[REDACTED]	1	*2019-02-12	H	REG	4.00			4.00				
				H	VAC	(4.00)			(4.00)				

Time & Labor Reporting Policy

The Time & Labor Reporting Policy (05.01.11) was revised on 12/14/18. Changes in the policy included:

- Changes affecting employees' status or pay (salary changes, additional pay, increase/decrease in percent FTE, funding change, leave of absence, termination, etc.) **must be immediately** reported to the appropriate HR department using the appropriate forms.
- Responsibility for completion and submission of the Personnel Action Form or the Additional Compensation Form rests with the employee's Supervisor and must be submitted at least one (1) week prior to the effective date of the change requested.
- For terminating employees, immediately upon receiving notification that an employee has resigned their position with UMMS, the Supervisor is required to complete the electronic HR Employee Termination form for the employee and submit it electronically to the HR Data Group. The HR Employee Termination Form must be electronically sent to the HR Data Group no later than three (3) business days before the employee's last scheduled day of work at UMMS. Refer to policy 06.04.10 Leaving the University for additional information.

Time & Labor Reporting Policy

- If an overpayment to an employee occurs due to the Supervisor not approving, or incorrectly approving, time in HR Direct, the Supervisor will receive Verbal Counseling for the first overpayment event regardless whether the funds are recovered from the employee or not. The Supervisor will be subject to further corrective action in accordance with policy 06.06.02 for any successive overpayment event.
- The payroll department tracks time that was not approved by a supervisor or delegate. It is the supervisor's responsibility to ensure that employees' time is accurately reported in HR Direct. Approving time in HR Direct is the standard school process and the accuracy of reporting employees' time is critical to safeguarding school assets. Therefore, a listing of Supervisors that are not approving time in HR Direct will be monitored and reviewed by payroll. Any Supervisor requiring frequent exceptions may be required to attend additional training and may result in Corrective Action.

Resources

[Time & Labor Reporting – Financial Services Policy 05.01.11](#)

[HR Direct](#)

[HR Direct Resources](#)

[Manager Self Service Job Aids](#)

[Summit Login](#)

Contact Information

Questions about Approval of Time and/or HR Direct should be referred to:

The Payroll Department

508-856-5260, option 4

Payrollumms@umassmed.edu

