

TO: UMass Chan Medical School Department Heads, Managers and Timekeepers
FROM: Marcy Culverwell, Associate Vice Chancellor, Administration and Finance
DATE: October 14, 2021
SUBJECT: HR Direct PeopleSoft upgrade for Manager and Timekeeper time reporting

Effective with the pay period ending Nov. 6, 2021, we will be implementing a HR Direct PeopleSoft upgrade to the manager self-service timesheet process that uses the PeopleSoft “fluid” interface. The new fluid timesheet will be live on Oct. 28. This will impact both managers and timekeepers who report or adjust time for employees. Fluid access will incorporate some modest changes to the “look and feel” of the manager and timekeeper time reporting tools and includes improvements in access and functionality.

In most cases, managers and supervisors who approve time for their employees will notice very few changes, unless they access the employee’s timesheet to enter or adjust time. Timekeepers—those in departments who enter time for a number of employees—will see a difference in the timesheet and search views. This upgrade is being applied across all UMass campuses and we have worked closely with University Information Technology Services to develop job aids and training sessions to help timekeepers adjust to the new look, feel and functionality.

We have developed job aids on using the fluid interface for managers and timekeepers:

- Manager job aid on reporting employee time using the Manager Self Service (MSS) Fluid Timesheet.
- Timekeeper job aids include:
 - Reporting employee time using the MSS Fluid timesheet for timekeepers
 - Managing exceptions in HR Direct
 - Managing schedule changes in MMS Fluid

Manager and Timekeeper Job Aids

Click the buttons below to access job aids.

Manager Job Aid

For Managers:
Reporting Employee Time Using the
Manager Self Service (MSS) Fluid
Timesheet

Timekeeper Job Aids

For Timekeepers:
Reporting Employee Time Using the
Manager Self Service (MSS) Fluid
Timesheet / Other Job Aids

We have also scheduled timekeeper training sessions, via Zoom, for the week of October 18; two sessions will be intended primarily for Commonwealth Medicine (CWM) timekeepers; two sessions will be intended for UMass Chan Medical School timekeepers. We will also set up ‘drop in’ Zoom sessions during the first time period after the upgrade to provide a forum for questions, tips and best practices.

Timekeeper Sessions

Click the session registration buttons below to register for the timekeeper session.

Medical School Timekeeper Sessions

Medical School
Timekeeper Session
Monday, 10/18/21
10 a.m. - 11 a.m.

Medical School
Timekeeper Session
Thursday, 10/21/21
11 a.m. - 12 p.m.

CWM Timekeeper Sessions

CWM
Timekeeper Session
Tuesday, 10/19/21
3 p.m. - 4 p.m.

CWM
Timekeeper Session
Friday, 10/22/21
11 a.m. - 12 p.m.

UMass Chan Medical School - Human Resources Department | 333 South Street, Shrewsbury,
MA 01545 | www.umassmed.edu
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