



ESS System with HR Direct Procedures

Time Reporting Process for Employee Self Service (ESS)

Deadline for time reporting should be no later than Thursday 5pm.

- If you are an employee with a fixed schedule and you have no accrual time to report for the current week, no changes are necessary to your timesheet. Your fixed schedule will be sent to your manager for approval.
- If you have accrual time to report for the week, the hours taken will need to be entered into your timesheet on the day you took them. The Time Reporting Code corresponding to the type of accrual taken will need to be reflected as well. **Note: If you take less than a full days' worth of accrual time, you must account for the full days' worth of hours.**

The time reporting process will include the following basic steps:

1. Go to HR Direct on the HR website
2. Click HR Direct Login
3. Enter your User ID and Password (same ID and Password for your UMMS login)
4. Click "Self Service" from the "Main Menu" dropdown on the top horizontal bar menu
5. Access "Time Reporting", "Report Time" and "Timesheet" to enter your time
6. Click "Submit"

*For more detailed instructions please refer to the Employee Self Service with HR Direct web based training presentation located on the HR Direct page.

<http://www.umassmed.edu/hr/hrdirect/>