How to Enter and Approve Time in Self Service

Time Entry and Approval Process

I. Employee Enters Exception Time

- A pay period is a two-week period extending from Sunday of the first week to Saturday of the second week.
- Employees may begin to enter time for the current pay period on the first Wednesday of the pay period. For the purposes of the pilot program, we would like employees and managers to adhere to the following schedule:
  - Employees: Enter time each week by 12:00 noon on Friday
  - Managers: Approve time each week between 3:00PM and 5:00PM on Friday
- Each employee will enter only exception time (vacation, sick, personal, comp time, etc.) in a Timesheet in Employee Self Service.
  - If you are not taking any exception time or earning comp time, do nothing!
  - If a holiday occurs on a day that you are normally scheduled to work, unless you are actually going to be working on the holiday, do nothing!
- If you need to enter bereavement, paid union time overtime or another type of time for which special rules apply, please consult your timekeeper.

II Time Administration Batch Program Applies Rules to Reported Time and Creates Payable Time

- The Reported Time entered in the Timesheet will be processed by the Time Administration batch program, which on most days runs at noon and overnight. The Time Administration program applies rules concerning holiday time, compensatory time and overtime and creates Payable Time, which, when it is approved, is passed to the payroll.
- Errors:
  - If the Time Administration program identifies an error, time for that day will not be passed to the payroll. Therefore, it is important to view Payable Time and resolve any errors in a timely manner.
  - The employee, the manager and the departmental timekeeper can all view Payable Time.
  - The departmental timekeeper can view errors on the Exception page for time entered by an employee in Self Service.
  - The employee can resubmit time in the Timesheet as often as necessary during the pay period.
- The following procedure for identifying and resolving errors is recommended:
  - The departmental timekeeper will review the Exceptions page in the system and notify the employee of any high-severity warnings that must be fixed.
  - The employee will re-submit the time in the Timesheet.
  - The employee will ask the manager to approve the Payable Time again.
III The Employee’s Manager Approves Payable Time
If a manager does not want to approve all of the Payable Time, he/she must ask the employee to resubmit the requested changes. The employee should remind the manager to approve the new Payable Time.

- Corrections to a prior pay period may be made only by the HR staff. An employee should ask the departmental timekeeper to submit the time correction form to HR.

IV Approved Payable Time Is Passed to the Payroll System

Time-Entry Calendar

<table>
<thead>
<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
<td>Begin to enter time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td></td>
<td>12:00 noon – Finish entering time</td>
<td></td>
<td>3:00 – 5:00: Approve time</td>
<td></td>
</tr>
<tr>
<td>Week 1 (next period)</td>
<td></td>
<td>Payroll is finalized</td>
<td></td>
<td>Payday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To determine when a pay period begins and ends, refer to the pay calendar on the HR web site.
Login to HR Direct
Start at the UMass Boston home page (www.umb.edu)
Navigate to the Human Resources home page
Bookmark this page
Click on the HR Direct logo
Enter your UMB email user ID (firstname.lastname) and password
Select Boston in Campus field
Click Login

To Enter Time:
On the main menu on the left:
- Click Self Service
- Click Time Reporting
- Click Report Time
- Click Timesheet. The Timesheet will open.
- Click the Collapse Menu button at the top of the menu to see more of the Timesheet.
- The Timesheet will default to the current week. To enter time for a different week within the pay period, click Next Week or Previous Week.
- On the appropriate day enter the number of hours and select the Time Reporting Code from the dropdown menu.
- If you did not take a full day of vacation, personal, sick, comp time or other exception time, you must also enter the hours you worked that day on a separate row and select the REG Time Reporting Code.
- You need a different row for each different Time Reporting Code you are reporting. If you need more than three rows to report your time, click the + to add as many additional rows as you need. For example, if you are scheduled to work 7.5 hours a day and you took 3 hours of sick time on Tuesday, 7.5 hours of vacation time on Wednesday, and 7.5 hours of personal time on Thursday, you will need 4 rows: REG (4.5 hours on Tuesday), SIC, VAC and PER.

- Holidays:
  o Holidays will not appear in the Timesheet, but they will be listed as Payable Time with a Time Reporting Code of HOL.
  o If a holiday falls on a day on which you are normally scheduled to work, you don’t need to enter anything. The system will figure out the holiday time.
  o If you work on the holiday and expect to earn comp time, enter the number of hours worked and select the Time Reporting Code HCTES; do not enter any REG time.
- When you have finished reporting your time for the week, click Submit
- Click OK.

Remember:
- For any day on which you worked only a portion of the day, you must enter both REG and exception Time Reporting Codes to ensure that the number of hours you enter is equal to or greater than the number of hours you are scheduled to work.
- If you did not take any exception time, you don’t need to do anything.
To Change Time You Have Entered
You may change your time entries any time during the **current pay period**. Just return to the timesheet, make the correction and click on Submit and then OK.

If your manager may already have approved your time, notify her/him that you have changed it.

To change your time during a prior pay period, you must ask your timekeeper to submit a correction form to HR.

To Enter Future Time
You may enter time for a future pay period.
Just remember to enter the start date of the pay period in the timesheet to display the correct week.
Your time balances will be updated on the timesheet immediately, but the time will not actually be approved and deducted until the payroll is processed for the period you are taking the time.

To View Time in the Time and Labor Launch Pad
Use this page to view payable time, reported elapsed time, exceptions, and recommended actions associated with each exception.

Click **Self Service**
Click **Time Reporting**
Click **View Time**
Click **Time and Labor Launch Pad**
Select the month and click **View**
Notice the symbols below the calendar.
Click the date link to view details.