Time & Labor Self Service

INTRODUCTION AND OVERVIEW
Agenda

- Employee Self Service vs. Time & Labor Self Service
- General procedure
- Logging in to HR Direct
- What you need to know about entering time
- What you need to know about approving time
- On-line tutorials (UPK)
HR Direct Self Service

Employee Self Service
• Available to all employees
• Includes the following features:
  – Update Personal Data
  – Update Emergency Contacts
  – View Biweekly Pay Advice
  – Update Direct Deposit
  – View/Update Tax Info

Time & Labor Self Service
• Currently used by a few departments
• Expanding to all employees
• Each employee enters his/her own time
• Manager approves time online
General Procedure

- Employee logs into HR Direct and enters time each week, preferably on Friday morning.
- Manager will log into HR Direct and review time each week, preferably on Friday afternoon.
  - **If manager approves time, it will be processed by the HR system.**
  - **If manager denies time:**
    - Manager will notify employee.
    - Employee may need to re-enter time.
    - Manager will approve time.
- Departmental timekeeper will continue to handle some time entry and correction functions for employees.
Where Can I Enter Time?

• Any computer with Internet access

Remember to log off and close your web browser when you are finished
How Do I Access HR Direct?

- In your web browser, navigate to the Human Resources web site (and bookmark this page)
  http://www.umb.edu/hr
- Click on the **HR Direct logo.**
- Enter your **UMass Boston email user ID** (firstname.lastname)
- Enter your **email password.**
- Select **Boston** in the Campus field.
- Click on **Log In**.
Where Is the Timesheet?

- Using the menu on the left side of the page, navigate to the Timesheet:
  - Click **Self Service**
  - Click **Time Reporting**
  - Click **Report Time**
  - Click **Timesheet**
- To see more of the timesheet, click the Collapse Menu button at the top of the menu on the left.
- In place of the menu, you will see this Expand Menu button:
- Click this button to display the menu again.
### Timesheet

**Verena Lisinski**

**Employee ID:** [Redacted]

**Job Title:** Senior IT Proj. Manager

**Employee Record Number:** [Redacted]

**Department:** D200500 IT Development

### View By:
- **Week**

**Date:** 05/31/2009

**Reported Hours:** 0.000 Hours

**Scheduled Hours:** 37.500 Hours

### From Sunday 05/31/2009 to Saturday 06/06/2009

<table>
<thead>
<tr>
<th>Sun 5/31</th>
<th>Mon 6/1</th>
<th>Tue 6/2</th>
<th>Wed 6/3</th>
<th>Thu 6/4</th>
<th>Fri 6/5</th>
<th>Sat 6/6</th>
<th>Total</th>
<th>Time Reporting Code</th>
<th>Type</th>
<th>Shift</th>
<th>Shift Combo Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

[Submit]
What You Need to Know About Entering Time
Terminology: Types of Time Reporters

• Exception Time Reporters
  – Benefitted employees who have a schedule in the system
  – Are always paid for regularly scheduled hours
  – Only time that is an exception to regular hours, like vacation, sick or personal, must be entered

• Positive Time Reporters
  – Have no scheduled hours in the system
  – Are paid on an hourly basis
  – Are paid only for hours entered into the system
Terminology: Types of Time

• Reported Time
  – Time that is entered in a timesheet by the employee to be processed by the Time Administration program

• Payable Time
  – Time processed by the Time Administration program and passed to the payroll
The Time Administration Program is a batch process that
• Runs at least twice a day
• Applies rules concerning holiday pay, overtime and comp time
• Identifies errors that must be fixed before hours can be paid
• Creates a record of PayableTime that is passed to the payroll
When Can I Enter Time?

• A pay period consists of two weeks
• Each week begins on Sunday and ends on Saturday
• You can enter time for the pay period from first Wednesday of the pay period until noon on the last Friday of the pay period
• You should get in the habit of entering time on the same day and time each week, so you won’t forget

HR suggests: Enter time every Friday morning
<table>
<thead>
<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Employee: No time entry</td>
<td>Employee: No time entry</td>
<td>Employee: No time entry</td>
<td>Employee: Begin to enter time</td>
<td>Employee: 12:00 noon – Finish entering time</td>
<td>Manager: 3:00 – 5:00: Approve time</td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 1 (next period)</strong></td>
<td></td>
<td></td>
<td>Payroll is finalized</td>
<td></td>
<td>Payday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What Do I Do If I Am on Vacation or Out Sick?

• Enter time in advance
  - Hours will immediately be deducted from your balance on the timesheet, but will not appear on your pay advice until the pay period when you actually use the time
• Enter time remotely if possible
• Contact your departmental timekeeper
What Will I Enter in the System?

- For **each day** that you have taken or plan to take Vacation, Sick, Personal or Comp Time or have earned Comp Time, you will enter:
  
  - the number of hours
  - the type of time
What Is a Time Reporting Code?

- The Time Reporting Code (TRC) tells the system what type of time you are taking or have earned.
- The most common TRCs are:
  - SIC – Sick time
  - FSK – Family sick
  - VAC – Vacation
  - PER - Personal
  - CES – Comp Time Earned
  - CTU – Comp Time Used
  - HCTES – Holiday Comp Time Earned
  - HCTU – Holiday Comp Time Used
- You must have a separate row in the timesheet for each different Time Reporting Code.
- Do not use a TRC with a + or – in it.
Should I Enter All the Time I Take or Earn in the System?

- No, the timekeeper will continue to enter anything other than vacation, sick, personal and holiday comp time

- Some TRCs, like BEV (Bereavement), are governed by collective bargaining unit agreements and some, like Bereavement, Jury Duty, FMLA and Paid Union Time, require supporting documentation. These will continue to be entered by the timekeeper
Why Must I Know How to Subtract to Enter Time?

• The total number of hours you report each day must be equal to or more than the number of hours you are scheduled to work.
• If you take less than a full day of sick, vacation or personal time, then you must add a row to indicate that the hours you worked are to be paid as Regular (REG) time.
# How Many Hours Am I Scheduled to Work?

<table>
<thead>
<tr>
<th>Bargaining Unit</th>
<th>Daily Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Unit Professional</td>
<td>8.0 hrs.</td>
</tr>
<tr>
<td>Unit Professional</td>
<td>7.5 hrs.</td>
</tr>
<tr>
<td>Unit Classified</td>
<td>7.5 hrs.</td>
</tr>
</tbody>
</table>
Do I Need Approval *Before* I Enter Time?

- You will need to follow your departmental procedures regarding vacation, sick, personal, comp time and overtime
Can I Change the Time Once I Have Entered It?

- You can change your time during the current pay period until 12:00 noon on the 2nd Friday of the pay period.

- If the time has already been approved, ask your manager to approve it again.

- Your supervisor may approve time until 4:00pm on the 1st Sunday of the next pay period.

- You cannot change a prior pay period; you must ask your timekeeper to submit a form to HR.
How Will I Know How Much Time I Have?

• The timesheet will display, in real time, your vacation, sick and personal time balances
• Comp time is updated after the Time Administration program runs
• The system will not allow you to submit more time than you have available in a particular category
• Vacation time, personal time and comp time may be used interchangeably, but sick time may not be substituted for vacation or personal time
• Some types of time, such as Bereavement, are governed by collective bargaining agreements and must be used accordingly
What Do I Do If I Have Not Taken or Earned Any Time during the Week?

- Do nothing!!
- You do not have to do anything for the days when you have neither taken vacation, sick, personal or comp time nor earned comp time or overtime
What About Holidays?

• If you did not work on the holiday, you don’t need to enter any time for that day; the system will handle it.

• If you worked on the holiday, enter the number of hours you worked with the TRC of HCTES (Holiday Comp Time Earned Straight)
How Will I Get Paid If I Forget To Enter Time?

• If you are a **benefited employee (exception time reporter)**:
  – The system has a schedule indicating:
    ▶ the days of the week you normally work and
    ▶ the number of hours you work each day
  – If you don’t report any time for the week, you will be paid regular pay for working your regular schedule

• If you are paid on an **hourly basis (positive time reporter)**:
  – You will not get paid unless the hours you worked are entered in a timesheet
What If I Make a Mistake?

• If you realize that you have made a mistake during the current pay period – for example, you entered sick time instead of vacation time – you can go back into the timesheet and make the change
• The Time Administration program identifies errors of low and high severity
• Low-severity errors are considered warnings and do not prevent the hours from being passed to the payroll
• High-severity errors are considered fatal and you will not be paid for that day until the error is corrected
• The timekeeper will monitor errors and make corrections as usual
What Is the Most Common Error?

• Forgetting to enter a row of REG time when you enter less than a full day of sick, personal, vacation or comp time
What You Need to Know about Approving Time
Approving Time:

- You (and possibly the timekeeper) enter your time
- Your supervisor approves it in Self Service
Approving Time in Self Service

- Supervisors will navigate to the Approve Payable Time page to see a list of their direct reports.
- The deadline for approving time during a pay period is 4:00pm on the 1st Sunday of the next pay period.
- Approvers may approve all of an employee’s time entries with one click or may choose to approve only some of them.
- Departmental timekeepers cannot approve time for a supervisor.
- If you do not approve a time entry, you should notify the employee.
What Happens If an Approver Fails to Approve?

• The system will automatically approve any payable time that is unapproved at the end of the pay period
• Vice Chancellors will receive a report listing supervisors who have not approved time
Help!

• On-line tutorials and other information
  – Navigate to http://www.umb.edu/it
  – On the left, click on Getting Services
  – On the left, click on Campus Administrative Systems
  – Scroll down to Human Resources and click on Time and Labor Self Service

• Please contact Linda Perrotto (7-5212)