

HR Direct – Training Material (Time and Labor, Direct Deposit)

Audience	Goal	Materials	
		Training Cheat Sheet	Training Guide
Employee	Employee Self Service (ESS) System: This content will help you enter your own time and labor (including managers): <ul style="list-style-type: none"> • Review, add, update, and delete your information 	ESS Cheat Sheet	ESS Training Guide
	Direct Deposit: This content will help you: <ul style="list-style-type: none"> • Enroll in direct deposit • Update direct deposit information. 		Enrolling in Direct Deposit Maintaining Direct Deposit Information
Timekeeper	Timekeeper Self Service: <ul style="list-style-type: none"> • This content will help you enter time for others. 	Recording Time for a Positive Time Reporter Recording Time for an Exception Time Reporter Recording Time with a Schedule change Entering Time with Multiple Exceptions Recording Overtime Managing Exceptions	
Manager	Manager Self Service (MSS) System: <ul style="list-style-type: none"> • This content will help you approve time and manage exceptions. 	MSS Cheat Sheet	MSS Training Guide