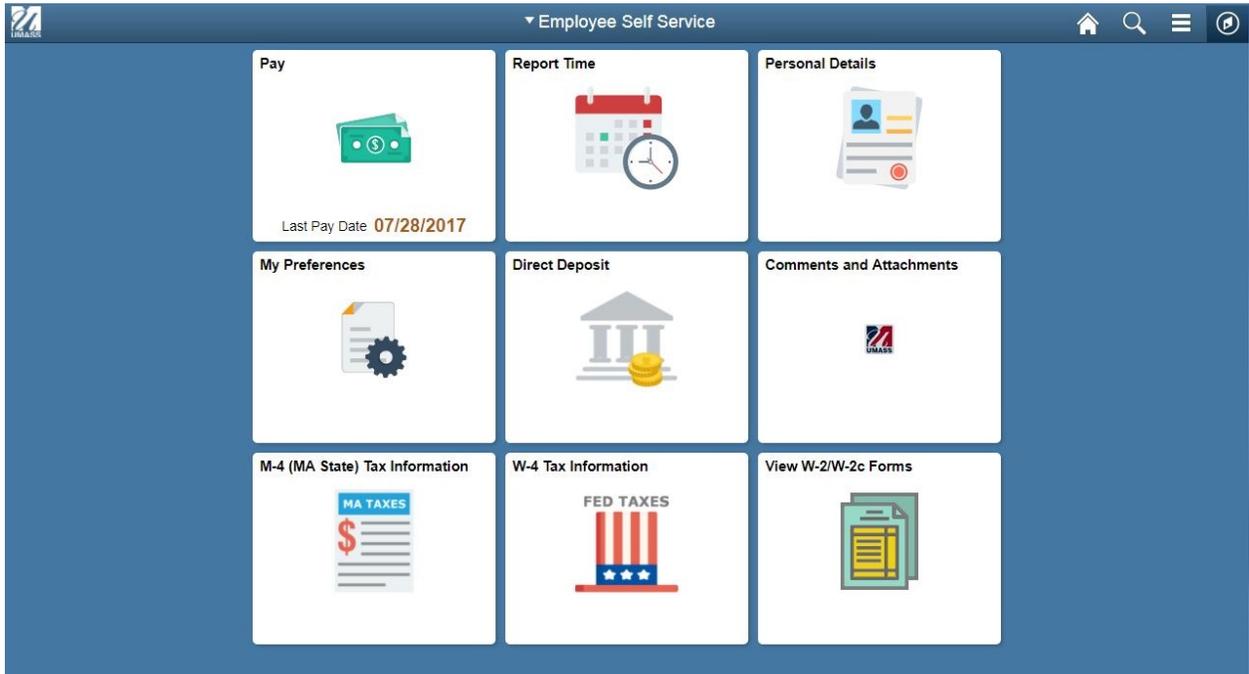
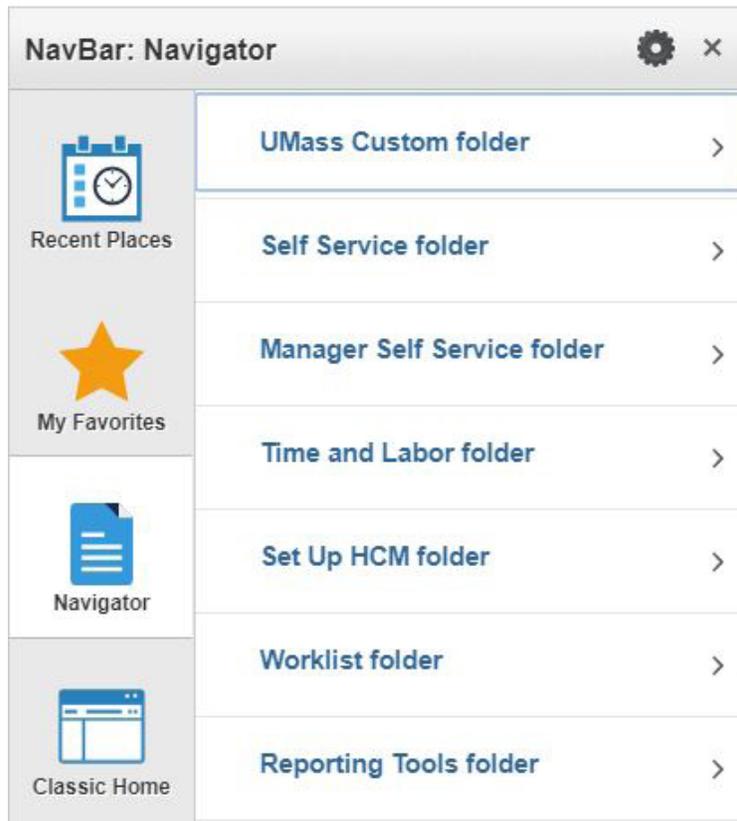


## Accessing An Employee Timesheet



| Step | Action  |
|------|---|
| 1.   | Navigate to the time sheet by:<br><br>Clicking the NavBar on the top right of the screen. <br><br>Then click the "Navigator" button.  |



| Step | Action  |
|------|---|
| 2.   | Click the <b>Manager Self Service</b> folder link.<br><br>Then click the <b>Time Management</b> link. |
| 3.   | Click the <b>Report Time</b> link.  |
| 4.   | Click the <b>Timesheet</b> link.  |

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- Report Time
  - Timesheet
    - Mass Time
    - Absence Request
  - View Time
    - Manager Search Options
  - Job and Personal Information
  - Compensation and Stock
  - Learning and Development
  - Performance Management
    - Review Transactions
  - Recruiting
  - Workforce Administration
  - Benefits
  - Compensation
  - Time and Labor
  - Payroll for North America
  - Global Payroll & Absence Mgmt
  - Payroll Interface
  - Workforce Development
  - Organizational Development
  - Enterprise Learning
  - Workforce Monitoring
  - Pension
  - Campus Community
  - Student Recruiting
  - Student Admissions
  - Records and Enrollment
  - Curriculum Management
  - Financial Aid
  - Student Financials
  - Academic Advisement
  - Contributor Relations
  - Set Up HRMS
  - Set Up SACR
  - Enterprise Components
  - Worklist
  - Application Diagnostics
  - Tree Manager
  - Reporting Tools
  - UMass Custom
  - PeopleTools
  - Data Models
  - PSUnit

New Window | Help |

## Report Time

### Timesheet Summary

**Employee Selection Criteria**

| Description                | Value                |
|----------------------------|----------------------|
| Group ID                   | <input type="text"/> |
| EmplID                     | <input type="text"/> |
| Empl Rod Nbr               | <input type="text"/> |
| Last Name                  | <input type="text"/> |
| First Name                 | <input type="text"/> |
| Business Unit              | <input type="text"/> |
| Job Code                   | <input type="text"/> |
| Department                 | <input type="text"/> |
| Supervisor ID              | <input type="text"/> |
| Reports To Position Number | <input type="text"/> |
| Workgroup                  | <input type="text"/> |
| Employee Type              | <input type="text"/> |

View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

| Step | Action   |
|------|--|
| 5.   | Use the <b>Employee Selection Criteria</b> section of the <b>Timesheet Summary</b> page to select an employee for time entry.  |
| 6.   | In this example, we are using an employee id. Enter the employee id in the <b>EmplID</b> field:  |
| 7.   | The <b>Date</b> field defaults to the current date. The <b>Timesheet</b> will display the current week, from Sunday through Saturday.<br><br><b>Change date to pay period begin date</b> |
| 8.   | Click the <b>Get Employees</b> button.<br><br>  |

Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address [https://applications.umasscs.net/psp/hruat90/EMPLOYEE/HRMS/c/ROLE\\_MANAGER.TL\\_MSS\\_EE\\_SRCH\\_PRD.GBL?PORTALPARAM\\_](https://applications.umasscs.net/psp/hruat90/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM_) Go Links

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Home Worklist Add to Favorites Sign out

**Menu**

Search:

- ▷ My Favorites
- ▷ Self Service
- ▷ Manager Self Service
  - ▷ Time Management
    - ▷ Manage Schedules
    - ▷ Approve Time and Exceptions
  - ▷ Report Time
    - Timesheet
    - Mass Time
  - ▷ View Time
    - Manager Search Options
- ▷ Job and Personal Information
- ▷ Compensation and Stock
- ▷ Learning and Development
  - Review Transactions
- ▷ Recruiting
- ▷ Workforce Administration
- ▷ Benefits
- ▷ Compensation
- ▷ Time and Labor
- ▷ Payroll for North America
- ▷ Workforce Development
- ▷ Organizational Development
- ▷ Enterprise Learning
- ▷ Set Up HRMS
- ▷ Set Up SACR

Workgroup

Employee Type

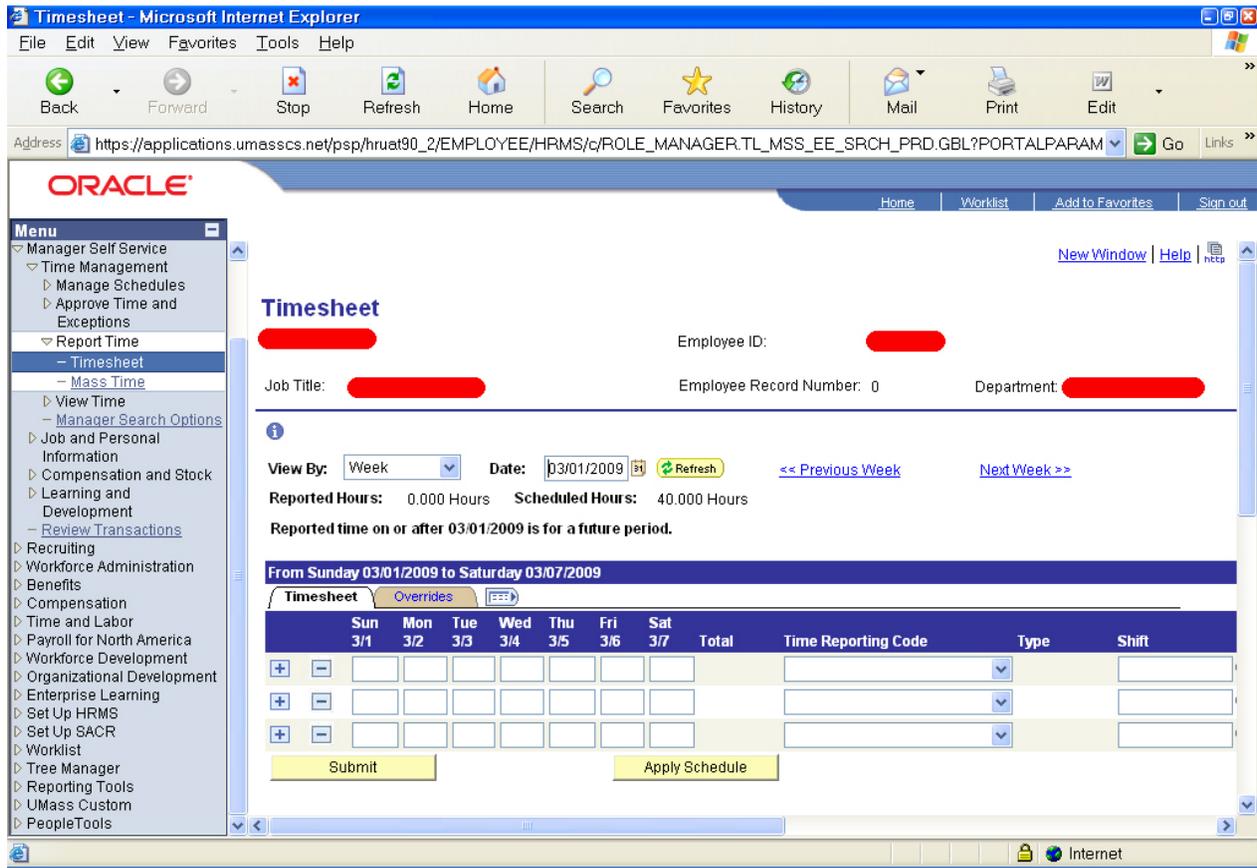
View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

**Employees For Sharon Vieira, Totals From 02/15/2009 - 02/21/2009**

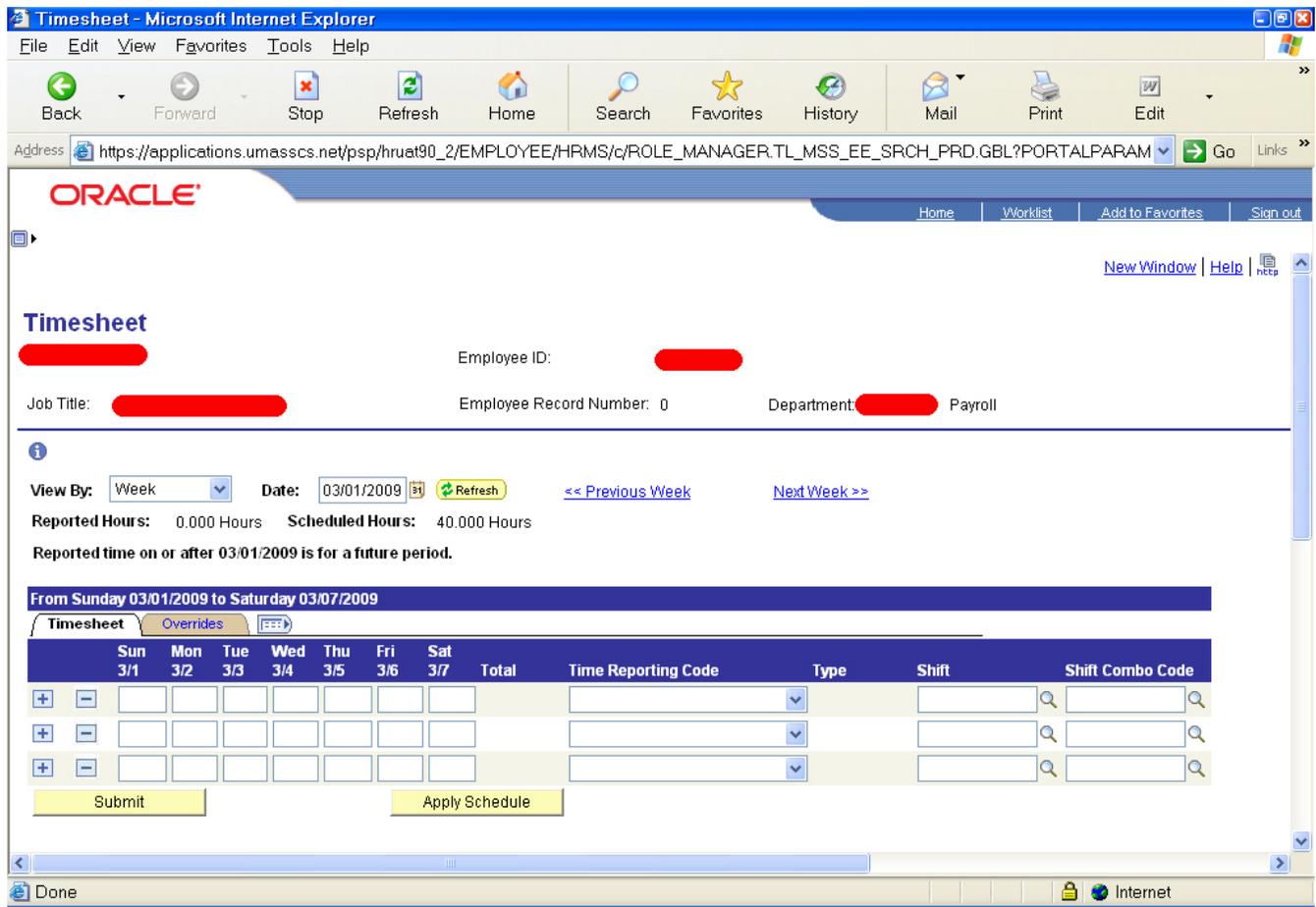
| Name                                  | Job Description    | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Approved/Submitted Hours | Denied Hours | Employee ID                           | Emp Rcd Nbr |
|---------------------------------------|--------------------|----------------|----------------------|-----------------|-----------|--------------------------|--------------|---------------------------------------|-------------|
| <input type="text" value="REDACTED"/> | Payroll Supervisor | 32.000         | 0.000                | 32.000          |           | 32.000                   | 0.000        | <input type="text" value="REDACTED"/> |             |

Internet

| Step | Action   |
|------|--|
| 9.   | The employee matching your criteria displays at the bottom of the page.<br><br>Click on the <b>Name</b> of the employee. |



| Step | Action  |
|------|---|
| 10.  | <p>You can hide the left navigation menu by clicking the <b>minus</b> button on the line that has "Menu". You will then have the full screen available.</p>  |



| Step | Action  |
|------|---|
| 11.  | Use the <b>Timesheet</b> page to enter time, adjust reported time or view time.   |
| 12.  | The top portion of the page displays the employee's information: Job Title, Employee ID, Record Number, and Department.   |
| 13.  | You can view the timesheet a week at a time or a pay period at a time. Changing the drop down for the <b>“View By”</b> and selecting either week or time period will change timesheet view.<br><br>The <b>Date</b> field defaults to the first day of the current week. |
| 14.  | Links are provided at top of page for accessing timesheets for the <b>Previous Week</b> and <b>Next Week</b>  |

HR Direct uses the Manager Self Service Timesheet page to enter time. This page can display hours in a weekly grid, or for the entire biweekly time reporting period. There is no page to enter monthly time. A view-only page gives a monthly view of time already entered.

Timekeepers will use the Timesheet page for all timesheet entries, for both positive and exception time reporters.

This topic describes the procedure for recording accrued time for an exception time reporter.

NOTE 1: Some time recording codes have changed, review description when choosing a code

NOTE 2: Comp time balances should be at the bottom of a timesheet. If comp time is not showing there, you can navigate to the comp time panel to review the balances. The navigation to the comp time panel is: **Time and Labor > View Time > Compensatory Time**