MSS System with HR Direct Procedures
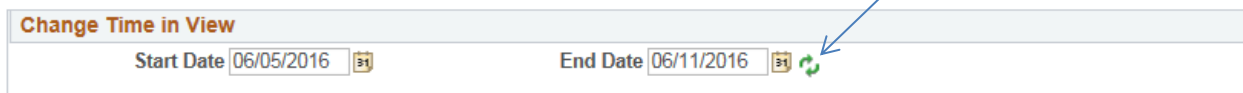
Approval of Time Process for Manager Self Service (MSS)

Deadline for approving time should be no later than Friday 5 PM.

The time approval 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 [⊘] on the top right of the screen to open the Navigation Menu. Then click "Navigator" tile. [≡ Navigator]
5. Then click the "Manager Self Service folder," then "Time Management", "Approve Time & Exceptions" and "Payable Time" to approve your employees' time
6. Click on the magnifying glass in the time reporter group and click "Look Up". The "Look Up" will show your Group ID.
7. Once you click on your Group ID, scroll to the right of the screen and click "Get Employees"
8. Change the date range to reflect the current pay period and then click the refresh "two green arrows next to the end date"

9. Confirm these are your employees.
10. **You must review each employee's hours prior to approving them every pay period.**
11. If all hours are correct, you can click on "Select All" and "Approve" **OR**
12. If only some of the employee's hours are correct, check only the boxes next to the employees that have the correct hours and "Approve".
13. If you want to change the payable time on an employee's profile, then click on that employee name to retrieve the employee "Approval Details" screen.
14. If you wish to make a correction to a particular day, click on the "select" button of the day you wish to change and the "Adjust Reported Time" button.
15. Enter the corrected number of hours on the day you selected and locate the correct Time Reporting Code (TRC) by clicking on the drop down menu, then click "Submit". *Note: If the employee takes less than a full days' worth of accrual time, the day must account for the full days' worth of hours.*

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

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