



MSS & ESS System Procedures

Time Approvers Process on the MSS System

The time approvers' process will include the following basic steps:

1. Employees or timekeepers enter time (weekly) on or before Friday morning based on the needs of the department time approvers. Time is entered either through Employee Self Service (ESS) or through a department time keeper process. This requires the employee to estimate and submit their anticipated working hours for Friday.
2. Changes to the estimated hours are able to be made either by the supervisor, department timekeeper or the employee until Monday.
3. Supervisors approve their employees' timesheets on Fridays for the current week. An email on Friday morning will remind the supervisor that it is now time to review and approve reported time. Clicking a link within the email will allow the supervisor to enter his/her HR Direct ID and password to access an approval page within the Manager Self Service (MSS) system.
4. Any changes made to an employee timesheet on Friday will be processed by the Time Administration Process by approximately 3:00 p.m. at which time the supervisor will need to approve the new time.
5. Hours reported by all employees will be displayed for each day and in total for the pay period through MSS in the "Time Management" section, then selecting "Approve Time and Exceptions," and "Payable Time".
6. If the reported hours are correct, the supervisor can click on "select all" and click "approve".
7. If the reported hours do not appear to be correct, the supervisor needs to review the hours with the employee and edit hours by clicking on the employee and then clicking, "Adjust Reported Time". When the review is complete for all assigned employees, the approving supervisor will click the "Submit" button.
8. If supervisors have still not approved employees' timesheets by Friday afternoon at 3:00 p.m., a targeted email will notify the supervisor that they need to approve one or more of their employees' timesheets. This process will repeat on Monday morning.
9. **The Exception Process happens** if the approval process has not taken place prior to the payroll run deadline. This process involves the manager downloading the Summit "Time and Labor Detail Report" and reviewing the hours approved by the system then emailing the report with any corrections (along with your approval) to payrollumms@umassmed.edu
10. A listing of supervisors that have used the Exception Process will be reported to the Controller for review and continued to be monitored in the future.

Time Reporting Process for ESS

The time reporting 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 "Self Service" on the left navigational bar menu
5. The self-service application is available to all UMASS Medical School employees to manage their human resource and payroll information.
6. **Employee Self Service (ESS)** allows employees to:
 - View and Print your Paycheck on-line
 - Update your Personal Information
 - Update your Emergency Contacts
 - Update/Change Direct Deposit info
 - Update Federal (W4) and Massachusetts Tax (M4) withholding
 - View and Print W-2 information
 - Report their time using an electronic timesheet if their department is using this method of time reporting
7. Click on the section in the ESS to navigate to your custom self services and activities
8. Access "Time Reporting", "Report Time" and "Timesheet" to enter your time
9. Access the available ESS job aids on the HR Direct website for additional help with the various services

