



University of  
Massachusetts  
Medical School

## Time Approval and Reporting; Need Help?

### Do You Have Situations When You Aren't Able to Approve Employee Time? There are Options

- Managers may delegate the responsibility of approving time for all or a subset of your direct reports to another manager or appropriate person(s) that meets the eligibility criteria.
- The criteria for a delegate and how to appoint a delegate for the time approval process are outlined on the Delegation Form. Please click [here](#) to access the [Delegation Form](#) located under "Managing Delegation" on HR Direct landing page.
- Managers can log into HR Direct from any computer, anywhere.

### Need Help With Your Time Reporting and Approval Procedure?

If you have questions or need help regarding the Time Reporting and Approval Process, you may do the following:

#### MSS & ESS Help

- Contact the Payroll Department at 508-856-5260, option 4 or via email at [Payrollumms@umassmed.edu](mailto:Payrollumms@umassmed.edu)

#### MSS Help – Managers that Need Help with MSS

- Please [click here](#) to access an overview of the basic steps involved with the [Time Approvers Process - MSS](#)
- Coming soon: an "MSS Procedure" online training class. More details on the class to follow!

#### ESS Help – Departments that Want to Use ESS for Time Reporting

- Please [click here](#) to access an overview of the basic steps involved with the [Employee Self-Service for Time Reporting](#)
- Also, departmental training can be arranged for you. The Payroll Department can provide training material and guidance.

