



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 “Manager Self Service” from the “Main Menu” dropdown on the top horizontal bar menu
5. Access “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”

A screenshot of a web form titled "Change Time in View". It contains two date input fields: "Start Date" with the value "06/05/2016" and "End Date" with the value "06/11/2016". Each date field has a small calendar icon to its right. To the right of the "End Date" field is a refresh icon consisting of two green arrows forming a circle. A blue arrow points from the text in step 8 of the list above to this refresh icon.

9. Confirm these are your employees. If all hours are correct, you can click on “Select All” and “Approve”.

*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/>