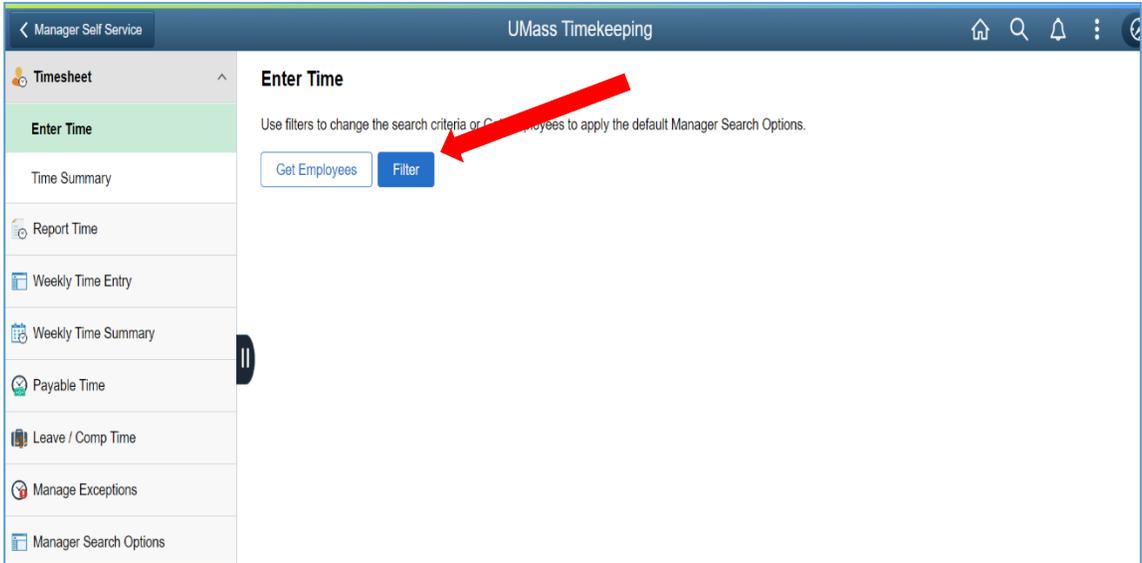
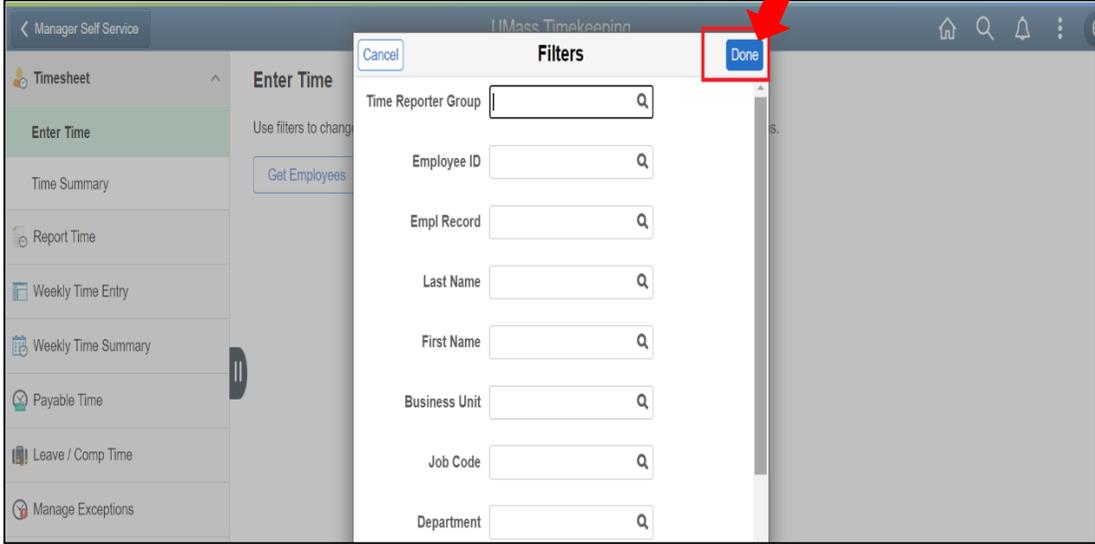


Reporting Time for Employees in HR Direct for Timekeepers

The Report Time Fluid Timesheet page allows managers and timekeepers to effectively and easily report time for employees.

Step	Action
1	<p>Select Manager Self Service from the dropdown.</p> <p>From the Manager Self Service Dashboard select the Timekeeping tile.</p>  <p>The screenshot shows the Manager Self Service Dashboard with two main tiles: 'Approve Payable Time' and 'Timekeeping'. The 'Timekeeping' tile is highlighted with a red rectangular border. The dashboard header includes the LTT logo and navigation icons.</p>
2	<p>The Timekeeping page will open allowing you to use filters to search for employees meeting a specific criteria.</p> <p>Click the Filter button to access the filter options</p>  <p>The screenshot shows the 'UMass Timekeeping' 'Enter Time' page. A left-hand navigation menu is visible with options like 'Timesheet', 'Enter Time', 'Time Summary', 'Report Time', 'Weekly Time Entry', 'Weekly Time Summary', 'Payable Time', 'Leave / Comp Time', 'Manage Exceptions', and 'Manager Search Options'. The 'Enter Time' section contains the text 'Use filters to change the search criteria or Click Employees to apply the default Manager Search Options.' and two buttons: 'Get Employees' and 'Filter'. A red arrow points to the 'Filter' button.</p> <ul style="list-style-type: none">• Notice the new left side menu. You can access Leave Comp Time Balances from this menu.

Step	Action
3	<p>The Filter popup box appears.</p> <p>There are a number of filter options available for you to use.</p> <p>Tips for filtering for employees</p> <ul style="list-style-type: none"> • Using the Time Reporter Group filter will allow you to look at the different departments you can access. • Using Employee ID will return a specific employee. • Setting Payroll Status to A (for Active) will allow you to retrieve only employees who are currently active. No terminated employees will be displayed. <p>When you have entered the desired Filter information, click Done.</p> 

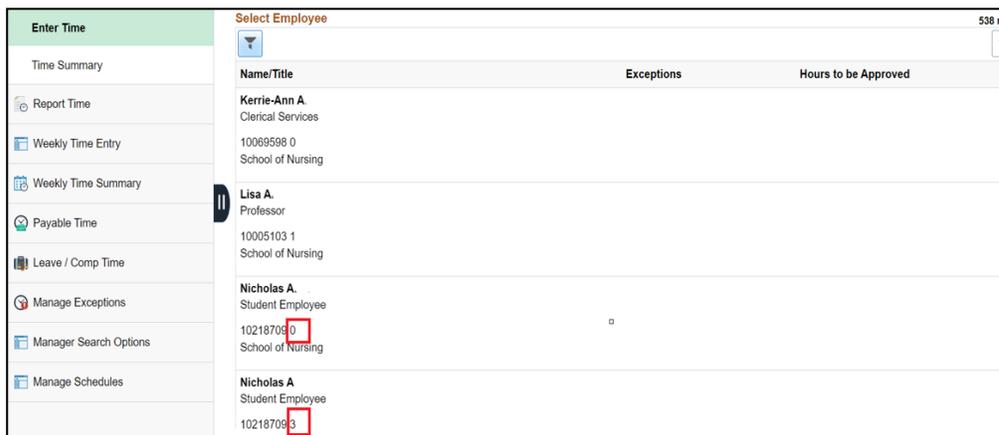
4

The **Filter** results display.

Results show the:

- Employee first and last name
- Employee Title
- Employee Record Number

NOTE: Only the Employee Records you have security access for will be displayed.

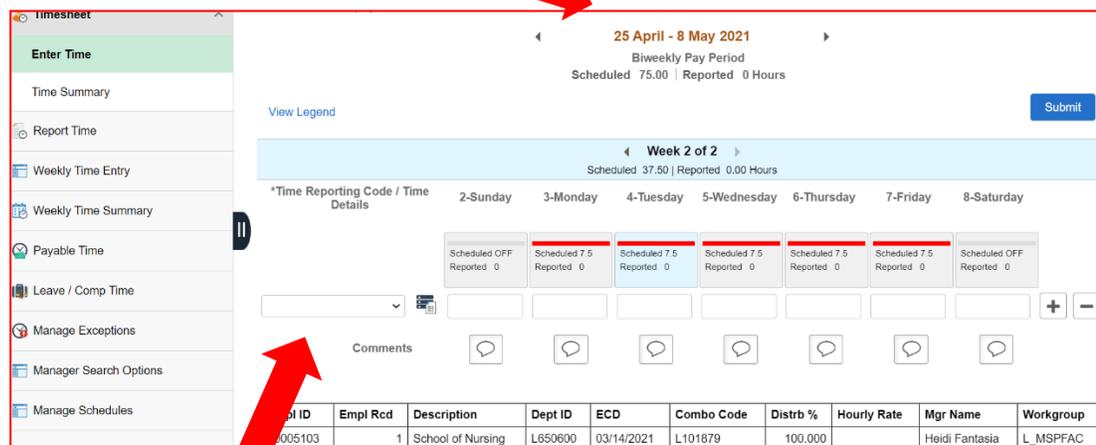


Select the Employee Name for the employee you are reporting time for.

5

The **Timesheet** for the selected employee is displayed.

To change the pay period click the date range at the top of the timesheet and select the desired dates from the calendar.



Select **Time Reporting Code** from the dropdown menu before beginning to enter time.

Enter the appropriate hours after selecting the Time Reporting Code.

Note: At the bottom of the Timesheet there is a grid of information displayed. This is helpful to verify that you are reporting time on the appropriate employee record. This is especially helpful if the employee has multiple records. The grid provides all of the key job details for the employee (including hourly rate if the employee is an hourly employee). This information is to

assist you in making a determination as to which timesheet the hours should be used to report time for in this instance.

Helpful Hints for Navigating between Employees and Left Menu Options

Moving between employee and timesheets:

You can report time and use the **Return to Select Employee** link to return to the search page

You can use the **Previous** or **Next** button to toggle between employees.

Enter Time
Elizabeth Burrows
Nursing Lab Program Manager
[Return to Select Employee](#)

25 April - 8 May 2021
Biweekly Pay Period
Scheduled 75.00 | Reported 0 Hours

Submit

Week 2 of 2
Scheduled 37.50 | Reported 0.00 Hours

Time Reporting Code / Time Details	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-Saturday
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0

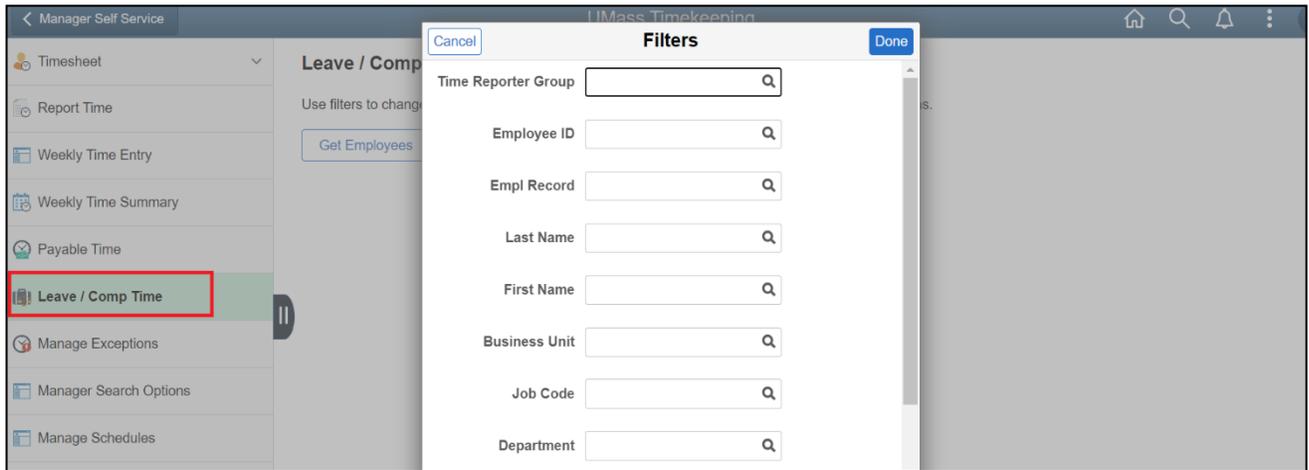
You can also return to the search page from an employee list by using the **Filter** option

Enter Time
[Select Employee](#)

Name/Title	Exceptions	Hours to be Approved
Kerrie-Ann Abate Clerical Services 10069598 0 School of Nursing		
Lisa Abdallah Professor 10005103 1 School of Nursing		
Nicholas Abourizk Student Employee 10218709 0 School of Nursing		

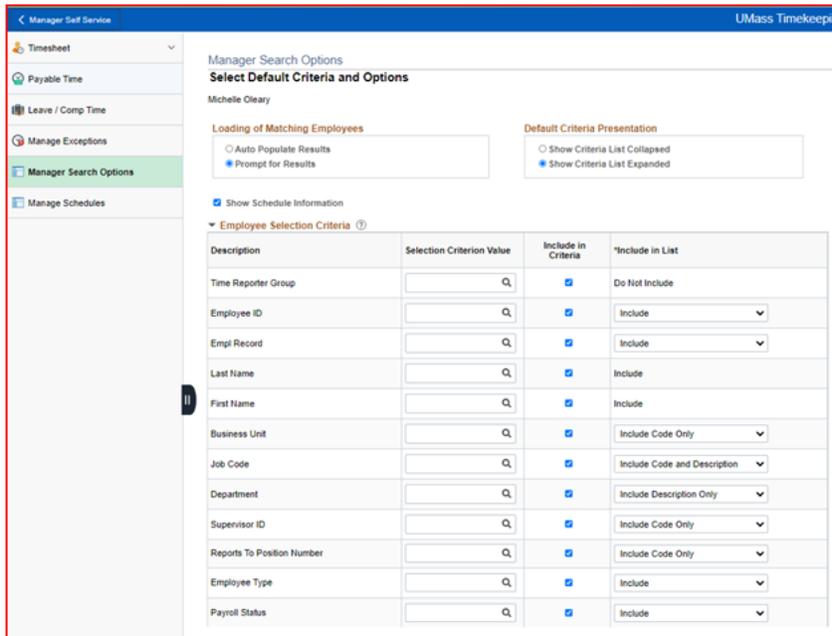
Leave / Comp Time Balance:

The **Leave / Comp Time** search page operates the same as the timesheet search page does.



Saving Filters

In order to save your filter criteria, you will need to navigate to Manager Search Options within Manager Self Service:



Once you are at the Manager Search Options, Select Default Criteria Options page you can select the desired Filter options and scroll down to the bottom to Save your Filter. Once the Filter is saved it will now auto populate in your filter section when searching for employees. To change the Saved Filter you will need to go back into Manager Search options and change the information.