HR Direct – POSITIVE TIME REPORTING

1. To login to HR Direct Employee Self Service navigate to http://www.uml.edu/hrdirect, and click HR Direct login button **[HR DIRECT LOGIN]** .

2. Enter your **Campus User ID**, **Password**, and select "**Lowell**" as your Campus; click **Login**.

> *** Campus User ID:** UMass Lowell Email address i.e. First_Last@uml.edu
>
> *** Password:** same as your UMass Lowell Email password.

Secure Access Login

Campus User ID:	First_Last@uml.edu
Password:	••••••••••
Campus:	Lowell

[Login]

Forgot Password? | Need Help?

3. Navigate to Self Service > Time Reporting > Report Time > Timesheet.
Click the **Timesheet Link**.

4. If you have multiple job records scroll to the bottom of the screen, click on the name that matches the appropriate job record. For users with a single job record – you will see Timesheet immediately.

Rafael Rodriguez   Customize | Find   First ◀ 1-2 of 2 ▶ Last

Job Description	Empl Rcd Nbr	Department	Department Description
Student Employee	1	L220101	Admin Systems Integration
Student Employee	0	L355010	Center for Learning

Timesheet

Employee ID:

Job Title: Administrative Assistant II   Employee Record Number: 0   Department: L670800 Tsongas Industrial History Ctr

ⓘ Click for Instructions

View By: Week   Date: 02/01/2010 🗓 ⟳ Refresh   << Previous Week   Next Week >>
Reported Hours: 0.000 Hours   Scheduled Hours: 37.500 Hours   << Previous Employee   Next Employee >>

From Monday 02/01/2010 to Sunday 02/07/2010

	Mon 2/1	Tue 2/2	Wed 2/3	Thu 2/4	Fri 2/5	Sat 2/6	Sun 2/7	Total	Time Reporting Code	Type	Shift	Shift Combo Code
⊞ ⊟												
⊞ ⊟												
⊞ ⊟												

[Submit]   [Apply Schedule]

ⓘ Reported Time Status - click to view
ⓘ Reported Hours Summary - click to hide

Note: Use the **Timesheet** page to report hours and time reporting codes for the current payperiod.
Unless otherwise requested by supervisor, the system deadline is by 5:00p.m. Sunday of payweek, (i.e. the Sunday before checks are issued on Friday).
The defaults for the **View By** field are set on the **User Preferences** page. Values are **Day**, **Week**, or **Time Period**.

5. If you want to see a different date range, change the value in the **Date** field to reflect the starting date for the week, then click the **Refresh** button to update the page. Alternatively you can click on << Previous Week or Next Week >> to scroll week by week.

6. Enter the desired number of hours into each day's field.

7. Click the **Time Reporting Code** list. [▼] and select *REE – Reg Pay Non Teaching Alt Ret*

9. If you have no further entries, click [Submit]

10. Click [OK].

FOR ADDITIONAL INFORMATION REGARDING TIME REPORTING PLEASE REFER TO THE NEXT PAGE.

ADDITIONAL INFORMATION

ADDING COMMENTS

1. If you want to add an optional Comment to time submitted, click on Reported Time Status – click to view link.

2. The submitted time and time reporting codes are displayed. You can enter comments by clicking on the comments icon.

ℹ️ Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
11/09/2009	Submitted	4.000	REG	7.50	💬
11/09/2009	Submitted	3.500	SIC	7.50	💬

3. Comments box appears, enter appropriate comment. Comments are viewable by employee, manager and payroll. They cannot be deleted once saved.

Comments

Employee ID:

Job Title: Staff Assistant I (37-101)   Employee Record Number: 0

Date Under Report: 01/26/2010

Customize | Find | View All | 🗒   First ◀ 1 of 1 ▶ Last

Operator Id	DateTime Created	Source	Comment	
1	02/01/2010 12:24PM	Time Reporting		➕

[Save]   [Cancel]

4. Click the **Save** button twice, you will be returned to Time Sheet Entry.