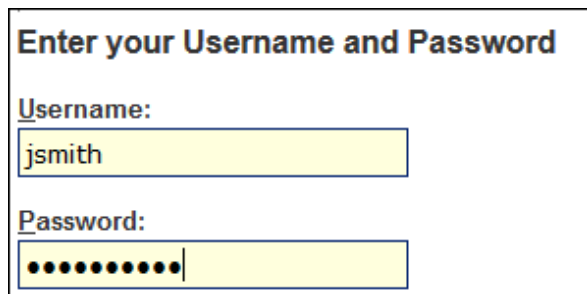


Manager Time Approval with HRDirect

Welcome to HRDirect. This job aid will guide you through the process of approving time for your employees.

1. Navigate to the Portal via my.umassd.edu.

The Single Sign On login page displays. Log into the UMassD Portal with your UMassD login (same as your email username and password).



Enter your Username and Password

Username:
jsmith

Password:
.....

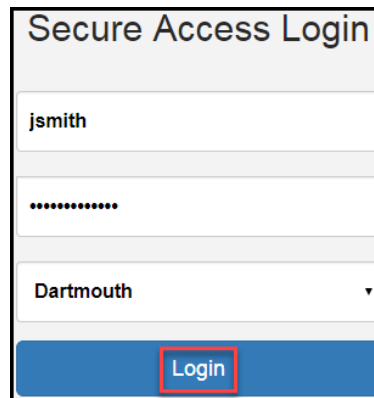
2. Navigate to **HRDirect** via **QuickLaunch>HRDirect**.

Log into the system with your UMassD credentials. Select **Dartmouth** as your campus.



my UMassD

- ★ QuickLaunch ▾
- Outlook for Office 365
- Office 365
- myCourses
- COIN for Students
- COIN for Staff
- Virtual Computing Lab
- Library Services
- HRDirect**
- Salesforce
- PeopleSoft Finance
- umassd.edu
- Careers & Jobs ▾
- Campus Life ▾
- Campus Tools ▾



Secure Access Login

jsmith

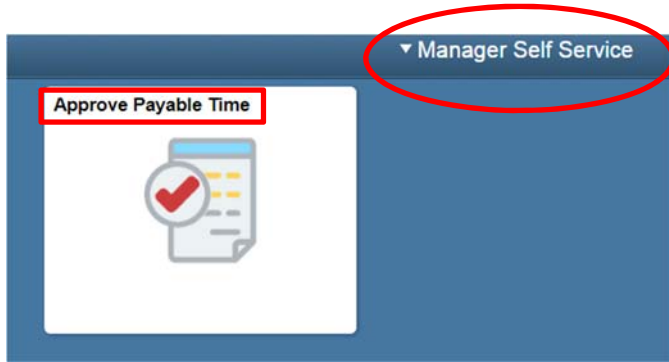
.....

Dartmouth ▾


Login

- The HRDirect landing page opens. Tiles are displayed that are related to your security role(s). Using the top menu select "Manager Self-Service", click "Approve Payable Time" then skip to step 7.

If "Manager Self Service" is not listed as an option, please continue to the next step.



- A new feature of HRDirect is the **Nav Bar**.

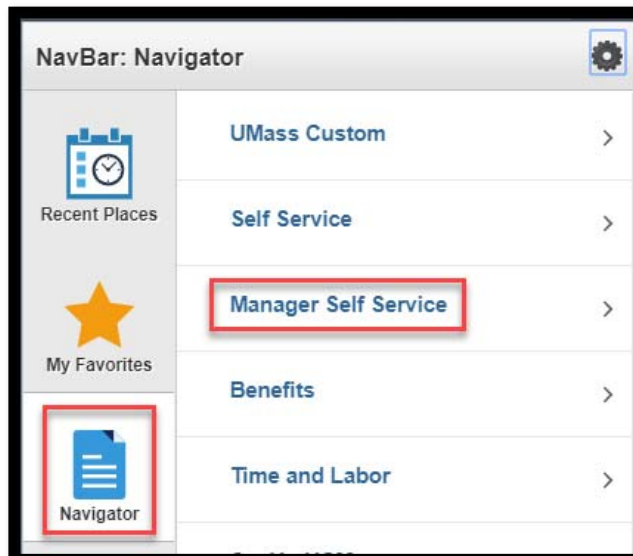
In the upper right corner of the page, select the  to open the **Nav Bar**.



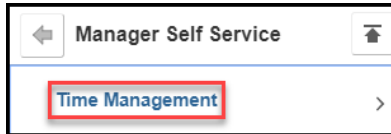
- Select **Navigator** from the menu.



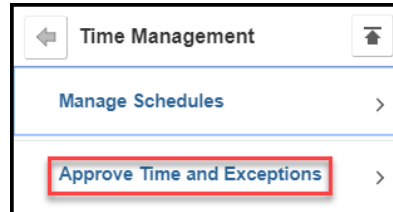
Once the Nav Bar is open, select **Manager Self-Service**.



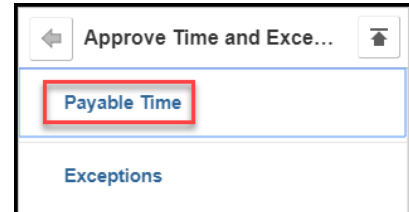
6. Select Time Management.



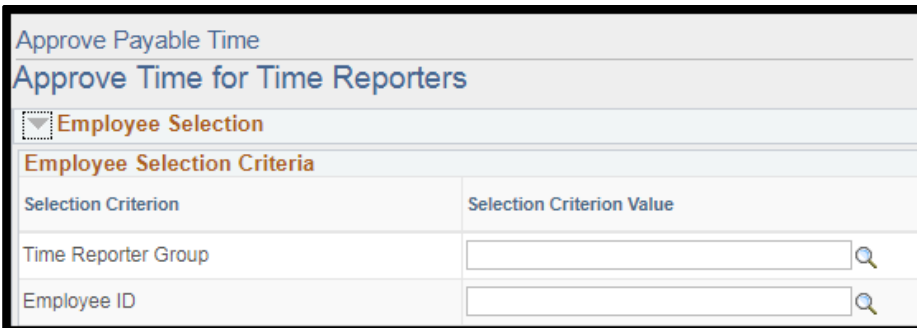
Select Approve Time and Exceptions.



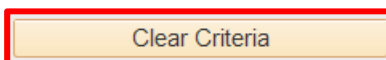
Select Payable Time.



7. The Approve Time for Time Reporters page opens.



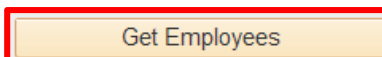
Clear all fields



Ensure you have a wide time approval window in case there is old time pending approval



Click on "Get Employees."



Confirm these are your employees

Note: Some Time Approvers have been assigned a Time Reporter Group Code that should be entered before selecting "Get Employees". This DOES NOT apply to most time approvers.

- 8a. A summary of employees' with time pending approval will appear. You must review each employee's hours prior to approving them.

Change Time in View

Start Date 09/09/2017 [calendar icon] End Date 10/15/2017 [calendar icon] [refresh icon]

Employees For Jayne Weingard [help icon]

Time Summary | Demographics [dropdown icon]

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Smith	John	12345678	2	Student Employee	12.750

Click on the last name to view details

Approve Payable Time

John Smith Employee ID 12345678

Student Employee Employment Record 2

Actions ▾

Start Date 09/10/2017
End Date 10/15/2017

Approval Details [help icon] Personalize | Find

Overview | Time Reporting Elements | Cost | Task Reporting Elements [dropdown icon]

Select	Date	Time Reporting Code	Status	Quantity	Type
<input checked="" type="checkbox"/>	10/11/2017	STYSH	Needs Approval	7.250	Hours
<input type="checkbox"/>	10/13/2017	STYSH	Needs Approval	5.500	Hours

Select All Deselect All

Approve

If the details are accurate, check the box on the left and select approve.

- 8b. Alternately, if the summary of employees, pending time is COMPLETELY ACCURATE, you can choose "Select All" then click "Approve"

Employees For Jayne Weingard Personal

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Base Hours	Time Off
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0	Student Employee	10.000	10.000	0.000
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	4	Student Employee	14.000	14.000	0.000
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0	Student Employee	7.000	7.000	0.000
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0	[REDACTED]	37.500	30.000	7.500
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0	Student Employee	12.000	12.000	0.000
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0	[REDACTED]	75.000	52.500	22.500
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0	Student Employee	4.000	4.000	0.000
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0	Student Employee	4.000	4.000	0.000

Select All Deselect All

Approve

If only some of the employee's hours are correct, check only the boxes next to the employees that have the correct hours and "Approve".

9. If an entry is incorrect, leave the box blank and discuss with your employee. If you are in the current pay period, the employee can make a change then you can approve the corrected entry.

If you prefer to change the payable time on your employee's profile, click on that employee's Last name to retrieve the employee "Approval Details" screen (as shown in 8a). Select the day, click on the "select" button of the day you wish to change and the "Adjust Reported Time" button.

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time
<input type="checkbox"/>	10/11/2017	STYSH	Needs Approval	7.250	Hours	Adjust Reported Time
<input checked="" type="checkbox"/>	10/13/2017	STYSH	Needs Approval	5.500	Hours	Adjust Reported Time

Select All Deselect All

Approve

Sun 10/8	Mon 10/9	Tue 10/10	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Total	Time Reporting Code
			7.250		2.25		12.750	STYSH - Student Yearly Hourly

Submit

Enter the corrected number of hours on the day you selected and locate the correct Time Reporting Code (TRC) by clicking on the drop down menu, then click "Submit".

IMPORTANT

- Time should be approved on a weekly basis.
- Student time will not be paid unless it is affirmatively approved.
- We suggest approving time late Friday or first thing Monday mornings. This provides sufficient time to make any necessary adjustments.
- Time should only be approved if it is accurate! Time that is not accurate needs to be corrected before it is approved.