



## Time Entry in HR Direct Job Aid

### Process Steps

The instructions below provide steps for submitting weekly, bi-weekly, or monthly time in HR Direct Employee Self-Service. Employees need to enter their time before noon every Friday. Time approvers will then approve time entered every Friday by the end of the day.

Step 1 - Navigate to [HR Direct](#).

Step 2 - Select the "**Log in to HR Direct Button**".

Step 3 - Enter your user id and password.

## One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

[Login to HR Direct](#)

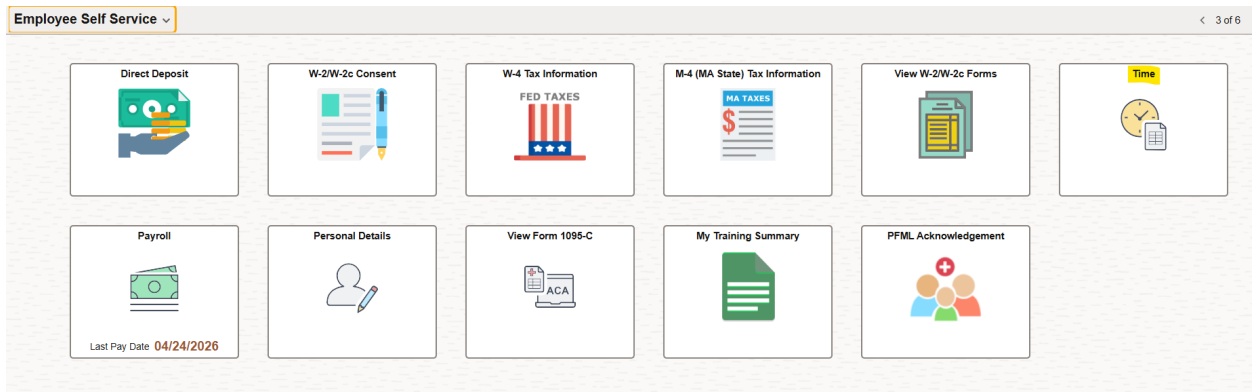
Step 4 - When prompted to sign in to a campus, select "**Boston**".

A screenshot of the University of Massachusetts sign-in page. At the top, it says 'University of Massachusetts' with logos for Amherst, Boston, Dartmouth, Lowell, Medical, and Law. Below that, it says 'PRE-PRODUCTION'. The main heading is 'Sign in with'. There are seven buttons for different campuses: Boston (highlighted in yellow), Dartmouth, UITS-DEV, UMass Chan, President's Office, Lowell, and Amherst. At the bottom, there is a link that says 'Need help signing in?'.

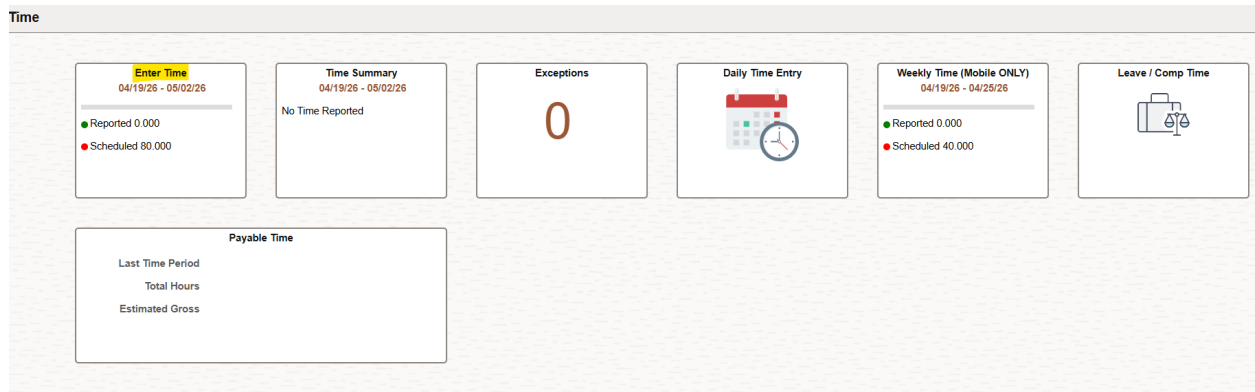


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Step 5 - At the Employee Self-Service screen, select the “Time” tile.



Step 6 - Select the “Enter Time” tile.





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### Weekly Time Entry

Step 7 - If entering weekly time, change the “**View By**” drop down menu in the top right to “**Weekly.**” Click the calendar icon or the arrow buttons in the upper left corner to move the date forward or backward for the time period you would like to report. Click the down arrow under “**Time Reporting Codes/Time Details**” to select the appropriate time reporting code (see the Appendix for a list of possible time reporting codes). Enter the time for that reporting code under the day(s) to the right. Use the plus/minus signs to add/delete a row. Hit the “**Submit**” button when completed.

Enter Time

November 24, 2024 - November 30, 2024

Scheduled 40.00 | Reported 0.00 Hours

View By: Weekly

Submit

\*Time Reporting Code / Time Details

Row Totals	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat
0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0

Empl ID	Empl Rcd	Description	Dept ID	ECD	Combo Code	Distrb %	Hourly Rate	Mgr Name	Workgroup

### Bi-Weekly Time Entry

Step 8 - If entering bi-weekly time, change the “**View By**” drop down menu to the right to “**Bi-Weekly.**” Click the calendar icon or the arrow buttons in the upper left corner to move the date forward or backward for the time period you would like to report. Click the arrows in the middle of the screen to select Week 1 (first week of selected time period or Week 2 (Second week of selected time period). Click the down arrow under “**Time Reporting Codes/Time Details**” to select the appropriate time reporting code (see the Appendix for a list of possible time reporting codes). Enter the time for that reporting code under the day(s) to the right. Use the plus/minus signs to add/delete a row. Hit the “**Submit**” button when completed.



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The screenshot shows the 'Enter Time' interface. At the top, there is a date range 'November 17, 2024 - November 30, 2024' with navigation arrows. To the right is a 'View By' dropdown set to 'Bi-Weekly' and a 'Submit' button. Below this is a weekly summary bar for 'Week 1 of 2' showing 'Scheduled: 40.00 | Reported: 0.00 Hours'. The main area is a table with columns for days of the week (17 Sun to 23 Sat) and 'Row Totals'. A dropdown menu is open under the 'Time Reporting Code / Time Details' header, and plus/minus signs are visible for row management. A table at the bottom lists columns: Empl ID, Empl Rcd, Description, Dept ID, ECD, Combo Code, Distrib %, Hourly Rate, Mgr Name, and Workgroup.

### Monthly Time Entry

Step 9 -If entering monthly time, change the “**View By**” drop down menu to the right to “**Monthly.**” Click the calendar icon or the arrow buttons in the upper left corner to move the date forward or backward for the time period you would like to report. Click the arrows in the middle of the screen to select the week of selected time period (1 through 5). Click the down arrow under “**Time Reporting Codes/Time Details**” to select the appropriate time reporting code (see the Appendix for a list of possible time reporting codes). Enter the time for that reporting code under the day(s) to the right. Use the plus/minus signs to add/delete a row. Hit the “**Submit**” button when completed.





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### Appendix

Below is a list of possible Time Reporting Codes to use when reporting time. These may differ depending on the job code you are in.

ALT - Allowed Time  
BEV - Bereavement  
BLD - Blood Donation  
CES - Compensatory Ovt Straight  
CRT - Court Time  
CSNOP - Cost Savers Leave Accruals NOP  
CTA+ - Comp Time Adjustment (+)  
CTA- - Comp Time Adjustment (-)  
CTU - Comp Overtime Used  
CV19 - CV19 Quarantine  
FMLA - FMLA  
FSK - Family Sick Time  
FUR - Furlough Leave Accrued  
HCTA+ - Holiday Comp Time Adjust(+)  
HCTA- - Holiday Comp Time Adjust(-)  
HCTES - Hol Comp Time Earned Straight  
HCTU - Hol Comp Time Used  
HNP - Holiday No Pay  
HOL - Holiday



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IAI - Industrial Accd Approved  
IAP - Industrial Accd Lv Partial Pay  
JDY - Jury Duty  
MATNP - Maternity Leave NOP  
MATP - Maternity Leave Personal  
MATPD - Maternity Leave Paid  
MATS - Maternity Leave Sick  
MATV - Maternity Leave Vacation  
MILPD - Military Leave Paid  
MLA - Med Leave of Absence No Pay  
NOP - No Pay  
PAR - Parental Leave No Pay  
PARP - Parental Leave Paid  
PER - Personal Time  
PIL - Prof Improvement Leave Paid  
REG - Regular Pay SERS Eligible  
RSV - Reserve Leave Paid  
SBFLU - H1N1 or Flu-like illness  
SIB - Sick Leave Bank  
SIC - Sick Time





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SNA - Sick Time No Accruals  
SNP - Suspension No Pay  
SPD - Suspension W/Pay  
TLCMT - Telecommuting  
UNP - Unauthorized No Pay  
VAC - Vacation Time  
VSL - Voluntary Service Leave  
WCHCT - Sup Non Ret Holiday Comp Time  
WCHOL - Sup Non Ret Holiday  
WCOCT - Sup Non Ret Overtime Comp Time  
WCPER - Supp Non Ret Personal Time  
WCSIC - Supp Non Ret Sick Time  
WCVAC - Supp Non Ret Vacation