



## Running the Time and Labor Detail Report

Within HR Direct, there is a Time and Labor Detail Report which captures payable time for all active employees (employees only). Follow the steps below to extract the report from HR Direct Report Manager.

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



### One-Stop Shop for Personal Information

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

[Login to HR Direct](#)

[Login & Password Requirements](#)

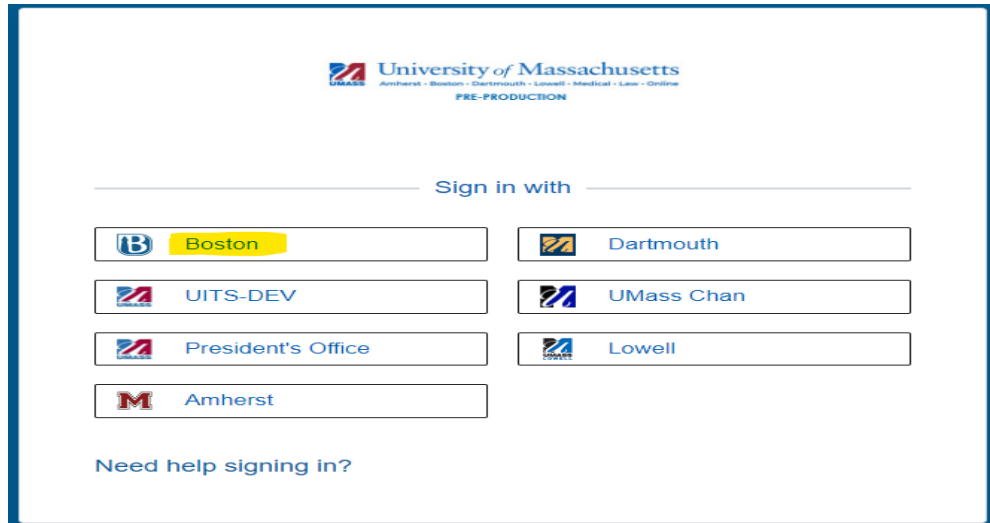


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Step 2 - Select the "Log in to HR Direct Button".

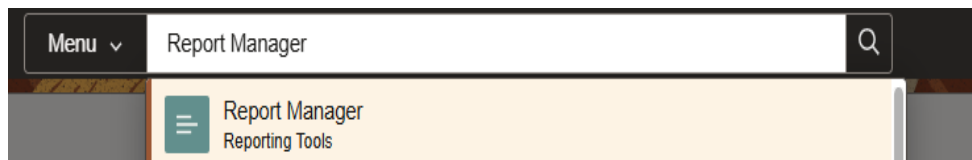


Step 3 - When prompted to sign in to a campus, select "**Boston**".



Step 4 - Enter your user id and password.

Step 5 - From the main menu search bar enter "**Report Manager**" and hit enter or you can select "**Report Manager**" tile.





Step 6 - On the Report Manager screen, change the Folder to “**Time and Labor**”, the Name to “**UMTL706**”, change the menu option to the right to “**Last**”, change the drop down menu to “**Days**” (or whichever timeframe you need), and change the number of days retroactively for which you want on the report. Hit the Refresh button. Look at the dates in the **Completion Date/Time** column. Select the report you need by clicking the name of the report under the **Report** column.

**Report Manager**

List Explorer Administration Archives

View Reports For

Folder: Time and Labor Instance: [ ] to [ ] Refresh

Name: UMTL706 Created On: [ ] Last 15 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
UMTL706 [11333] - UMTL706 TL Detail Report.pdf	UMTL706 [11333] - UMTL706 TL DETAIL REPORT.PDF	Time and Labor-B	12/03/24 6:09PM	4878552	4354613
UMTL706 [11258] - UMTL706 TL Detail Report.pdf	UMTL706 [11258] - UMTL706 TL DETAIL REPORT.PDF	Time and Labor-B	11/19/24 6:32PM	4860986	4344006

Step 7 - If you are prompted with a message asking you if you want to save the changes, select “**No.**”

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes No



Step 8 - At the details screen below, select the name of the file in blue. This should be the pdf version of the file. You should now see a report. Please be advised, there may be multiple pages to the report.

**Report**

Report ID 4878552      Process Instance 4354613      [Message Log](#)  
Name XMLP      Process Type XML Publisher  
Run Status Success

UMTL706 [11333] - UMTL706 TL Detail Report.pdf

**Distribution Details**

Distribution Node DEFAULT      Expiration Date

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">UMTL706 TL Detail Report.pdf</a>	2,195,054	12/03/2024 6:09:48.773428PM EST

**Distribute To**

Distribution ID	Type	Distribution ID
User		10000109
User		10000267
User		10004236
User		10006675
User		10008648
User		10009206
User		10010068
User		10010317
User		10011856