



## UMB HR Direct Upgrade – Time and Labor Entry Changes

### Changes to New Time Entry Pages in Employee Self Service of HR Direct

To access new Time Entry pages:

- Confirm you are on the HR Direct Employee Self Service home page as displayed on the top horizontal menu. If you are not on the page, click on the drop-down horizontal bar menu and select Employee Self Service.
- Click on a new Time tile – **Weekly Time Entry** or **Daily Time Entry** (the Report Time tile is no longer available).
- Time can be entered on both the desktop and mobile devices.

The screenshot displays the HR Direct Employee Self Service interface. At the top, a blue navigation bar contains a dropdown menu labeled "Employee Self Service", which is highlighted by a red arrow and a callout box stating "Employee Self Service selection from drop down menu." Below this, a grid of white tiles with blue borders offers various services. The tiles include: "Payroll" (with a green wallet icon and "Last Pay Date 05/03/2019"), "Direct Deposit" (with a green check icon), "W-2/W-2c Consent" (with a document and pen icon), "W-4 Tax Information" (with a "FED TAXES" icon), "M-4 (MA State) Tax Information" (with a "MA TAXES" icon), "View W-2/W-2c Forms" (with a document icon), "Daily Time Entry" (with a calendar and clock icon, highlighted by a red arrow and a callout box "New Daily Time Entry tile."), "Personal Details" (with a person and ID card icon), and "Weekly Time Entry" (with a person and clock icon, highlighted by a red arrow and a callout box "New Weekly Time Entry tile.>").



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### Weekly Time Entry page view changes:

- HR Direct Time Entry page has a new look and feel.
- Select the time reporting code first and then put the hours in second.
- Scheduled hours will now be displayed for validation.
- Access a calendar view by clicking on the date range and a pop-up calendar will appear.
- New left side menu bar that includes a new **Daily Time Entry** tab and a new **Leave Balances** tab.
- If you have multiple jobs, access a drop-down menu under the Enter Pay Time prompt in the upper left corner of the page. Click on the job you want to display for the functions you are performing. Also, when you access other sections of Employee Self Service, such as, **Payable Time** or **Leave Balances**, confirm you're in the correct job for the time entry functions.

**Callout 1:** New left side menu bar.

**Callout 2:** New Daily Time Entry page. If accessed by mobile device, click submit button after each time entry.

**Callout 3:** Select job you want to display from drop down menu if you have multiple jobs. Your supervisor and funding source code will automatically populate and display below.

**Callout 4:** Click on the date range and a calendar will pop up. You can click on a date in the calendar to change the view to that 7-day time view.

**Callout 5:** Scheduled hours displayed for validation.

**Callout 6:** Select time reporting from drop down menu before entering time.

**Callout 7:** Enter time after selecting time reporting.

The screenshot shows the 'Employee Self Service' interface with a 'Time' section. The left sidebar contains 'Timesheet', 'Weekly Time Entry', 'Daily Time Entry', 'Payable Time', and 'Leave Balances'. The main area shows 'Enter Time' for 'Chemistry-23.54' and 'Human Resources & EOO-14'. A date range of '12 May - 25 May 2019' is displayed with a 'Biweekly Pay Period' summary. A calendar pop-up is visible for May 2019. A table shows 'Scheduled' and 'Reported' hours for each day of the week. A dropdown menu for time reporting codes is open, listing various codes like ALT, BEV, BLD, etc.



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