



2017 - 2018

Time and Attendance *Self Service - Exception* Training Guide



**University of Massachusetts Boston
Human Resources Department**

Revised: September 2017

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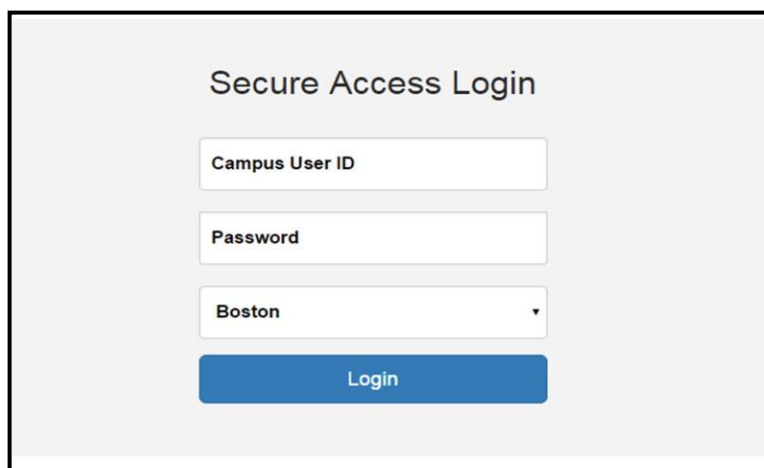
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HR Direct Self Service

Login to HR Direct



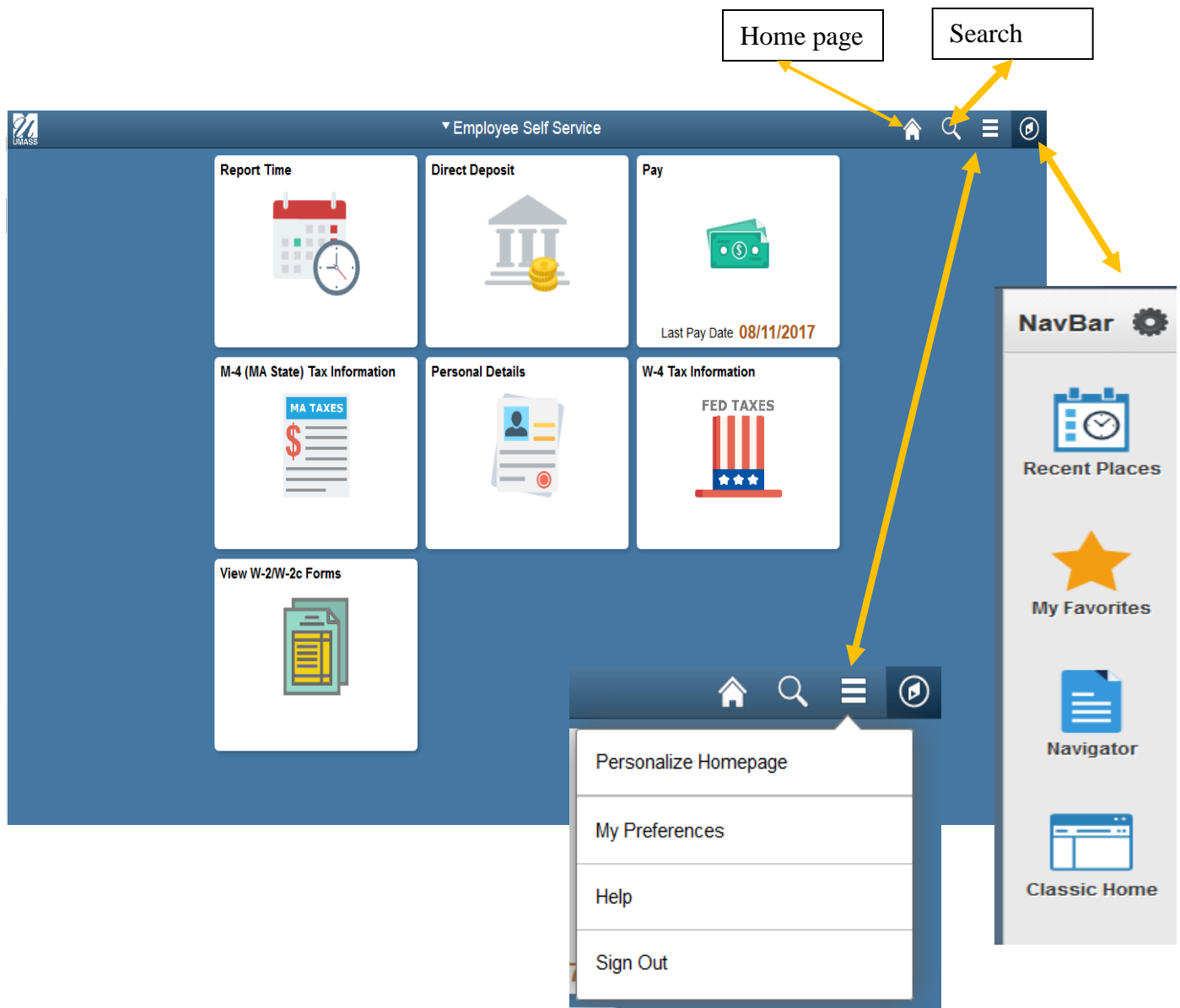
Step	Action
1.	Go to www.umb.edu/hr
2.	Click “ Log in to HR Direct”



Step	Action
3.	Enter your username (first name.lastname)
4.	Enter your password (password is you email password) Note: if your email password is changed your HR Direct login password will change.
5.	Click on the arrow and choose the campus (Boston)
6.	Click login
Note:	Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords

Congratulations you have successfully logged into HR Direct

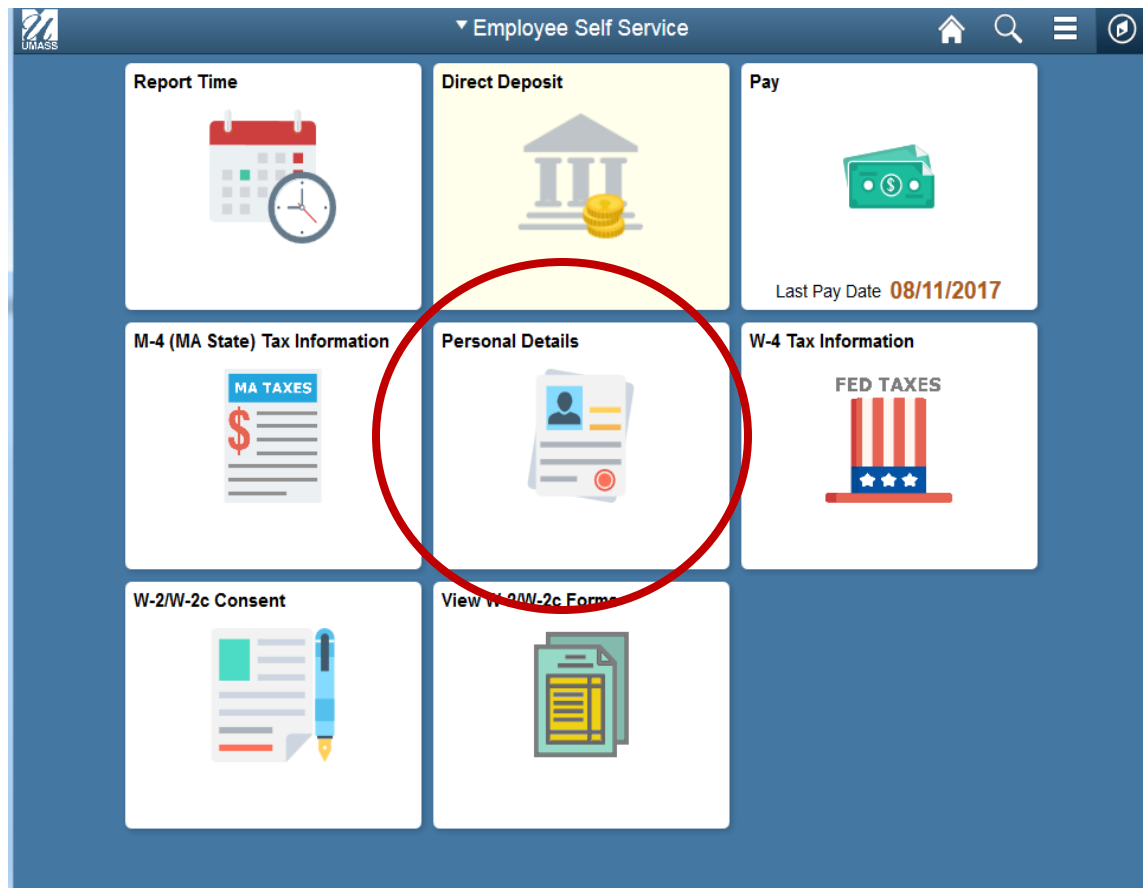
Once you log into the system you will be directed to your **Employee Self Service** Homepage. This would allow you to click on the preferred tile to view and complete a transaction.



Personal Information

Upon completion of this topic, you will be able to review personal information, review and update your home and mailing address, add or update phone numbers, or specify your primary phone number, change your emergency contact and view additional information.

Click on the tile **Personal Details**



Click on “**Addresses**” on the left menu.

Employee Self Service Personal Details

Your Name & Position title will default here

Addresses

If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.

Home Address

Your home address will default here Current

Mailing Address

Your mailing address will default here Current

If you would like to change your Home Address and/or Mailing Address click on the arrow.

Personal Details

Cancel Address Save

QuickAddress

Change As Of 09/21/2017

Address Type Home

Country United States

Address 1

Address 2

City

State

Postal

County

Override

1. To Edit and address click “**QuickAddress**”
2. Enter the address into the appropriate fields.



The screenshot shows a web form titled "Enter Address" in a light gray header. Below the header, the text "QuickAddress Address Selection" is displayed. The form contains five input fields: "Address Line 1", "Address Line 2", "City", "State", and "Zip Code". At the bottom of the form are two buttons: "Search" and "Cancel". A large yellow arrow points from the left towards the "Search" button. Below the "Search" button, the word "Address" is visible, likely indicating a dropdown menu for address selection.

2.	Enter the address into the appropriate fields.
3.	Click Search
4.	Information will auto populate click Save

Congratulations you have successfully Added/Edited your Home and Mailing Address

Add/Edit Phone Number

Click on “Contact Details” on the left menu.

Employee Self Service Personal Details

Your Name & Position title will default here

Addresses

Contact Details

Ethnic Groups

Emergency Contacts

Additional Information

Contact Details

Phone

+

Number	Extension	Type	Preferred
6		Main	✓

Email

+

Email Address	Type	Preferred
scerrato@umassp.edu	UMass Boston	✓
scerrato@umassp.edu	UMass Boston Student	

Instant Message

No data exists.

Add IM

1. Click on the “+” to add/change your phone number.

Cancel Phone Number Save

*Type

Preferred ☐

Number

Extension

2. Click “Type” dropdown menu and choose phone type i.e., home, work ,mobile, etc.
3. Click **Save**

Congratulations you have successfully Added/Edited your Phone Number

Add/Edit email address

Employee Self Service Personal Details

Your Name & Position title will default here

Addresses

Contact Details

Ethnic Groups

Emergency Contacts

Additional Information

Contact Details

Phone

+

Number	Extension	Type	Preferred
		Main	✓

Email

+


Email Address	Type	Preferred
scerrato@umassp.edu	UMass Boston	✓
scerrato@umassp.edu	UMass Boston Student	

Instant Message

No data exists.

IM

1. Your email address will appear. Click on the “+” to add/change your phone number.

NOTE: The email address that appears is your UMB email address should not be deleted.
This field “” is not active. **DO NOT ENTER ANY INFORMATION**

Cancel Email Address Save

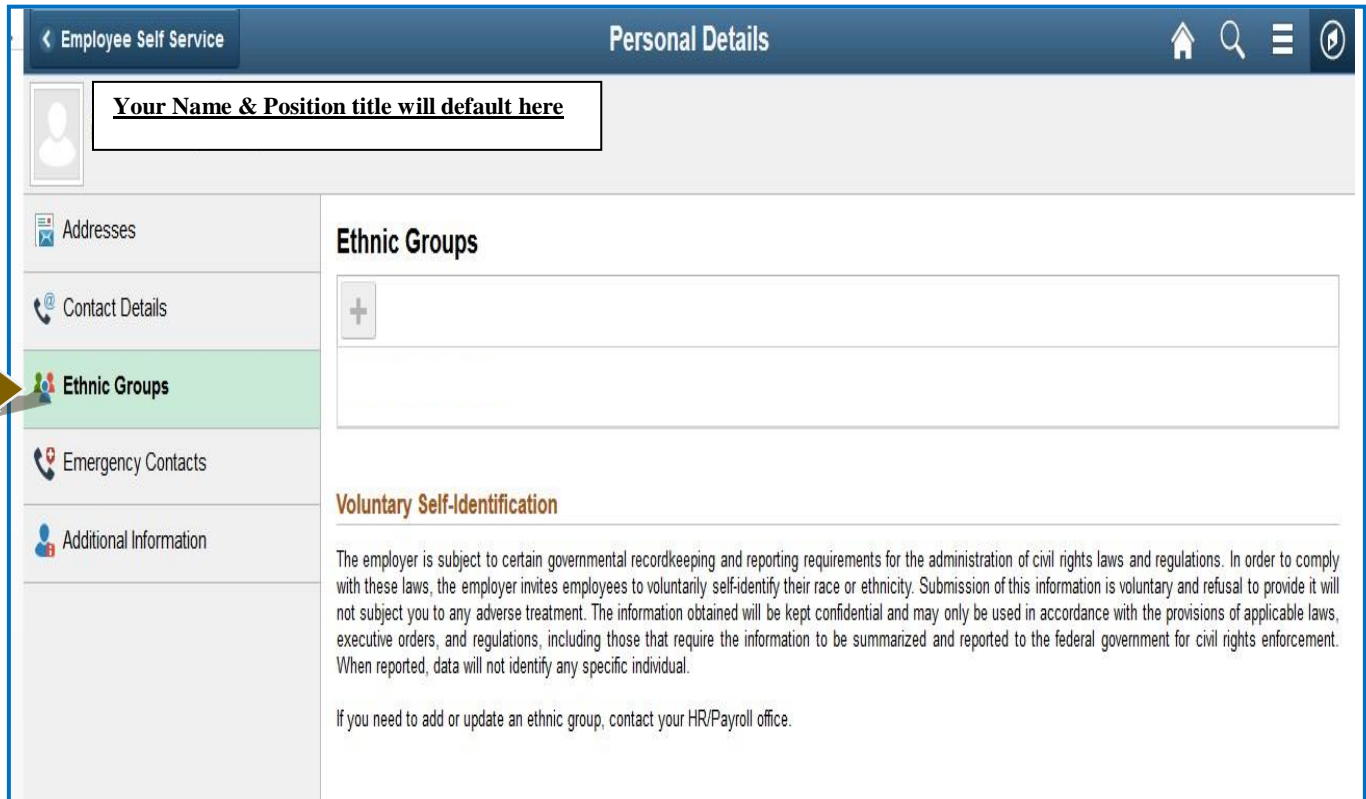
*Email Type

Preferred ☐

Email Address

2. Click “Email Type” dropdown menu and choose email type i.e., campus, home, etc.
3. Click **Save**

Voluntary Self-Identification - View only



Employee Self Service

Personal Details

Your Name & Position title will default here

Addresses

Contact Details

Ethnic Groups

Emergency Contacts

Additional Information

Ethnic Groups

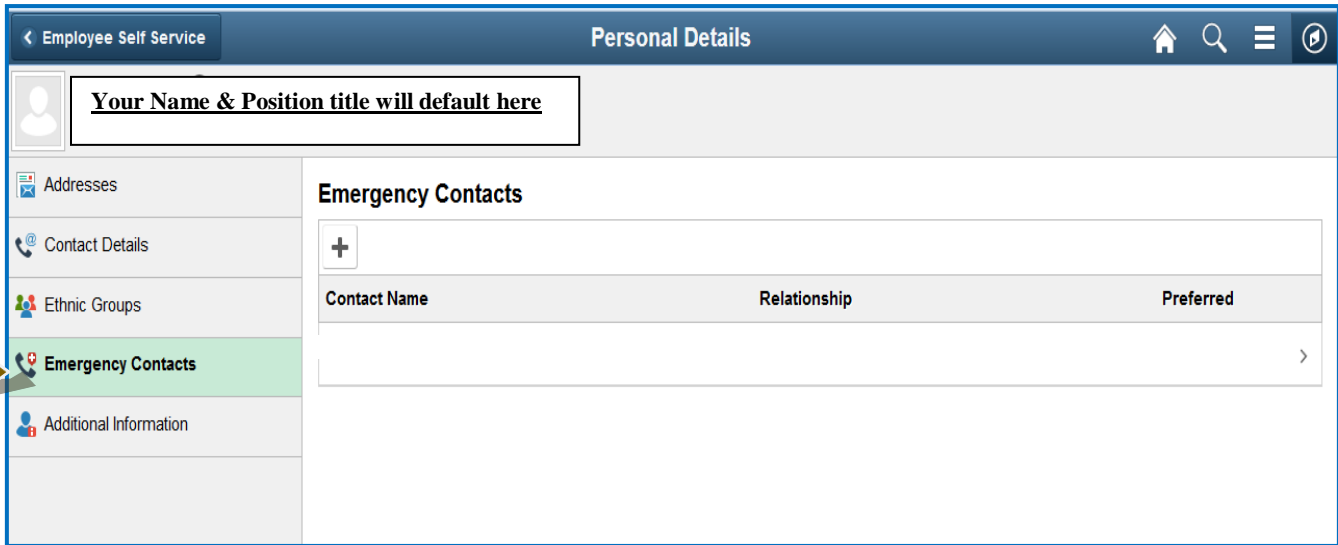
Voluntary Self-Identification

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

If you need to add or update an ethnic group, contact your HR/Payroll office.

If you need to add/edit your data please contact Human Resources.

Add/Edit Emergency Contacts



Employee Self Service Personal Details

Your Name & Position title will default here

Addresses

Contact Details

Ethnic Groups

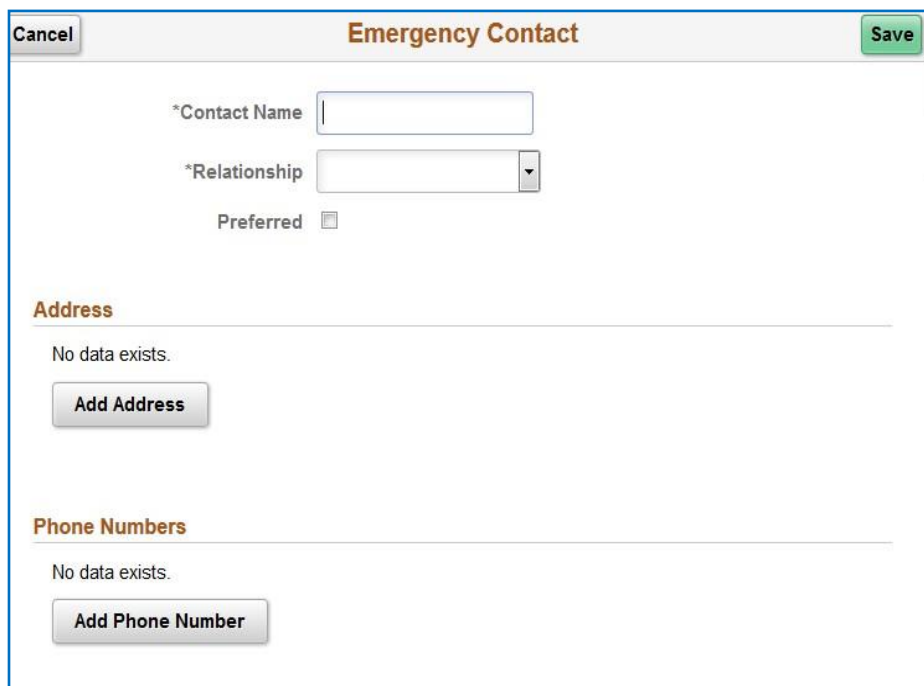
Emergency Contacts

Additional Information

Emergency Contacts

Contact Name	Relationship	Preferred
>		

1. Click on the “+” to add/change your **Emergency Contacts**.



Cancel Emergency Contact Save

*Contact Name

*Relationship

Preferred ☐

Address

No data exists.

Add Address

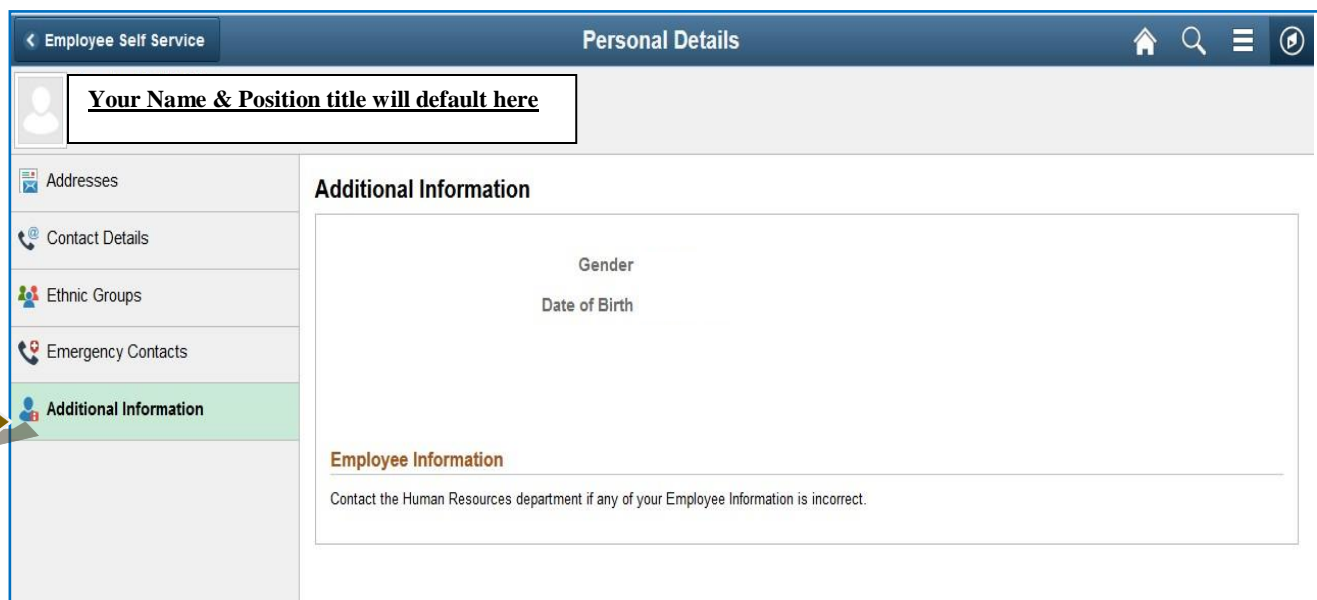
Phone Numbers

No data exists.


Add Phone Number

2. Enter **Contact Name**
3. Click “**Relationship**” dropdown menu, choose either friend, parent, Child, etc.
- You have the ability to enter your emergency contacts by clicking on **Add Address** and/or **Add Phone Number**.
4. Click **Save**

Additional Information – View Only



Employee Self Service Personal Details

 Your Name & Position title will default here

Addresses

Contact Details

Ethnic Groups

Emergency Contacts

Additional Information

Additional Information

Gender

Date of Birth

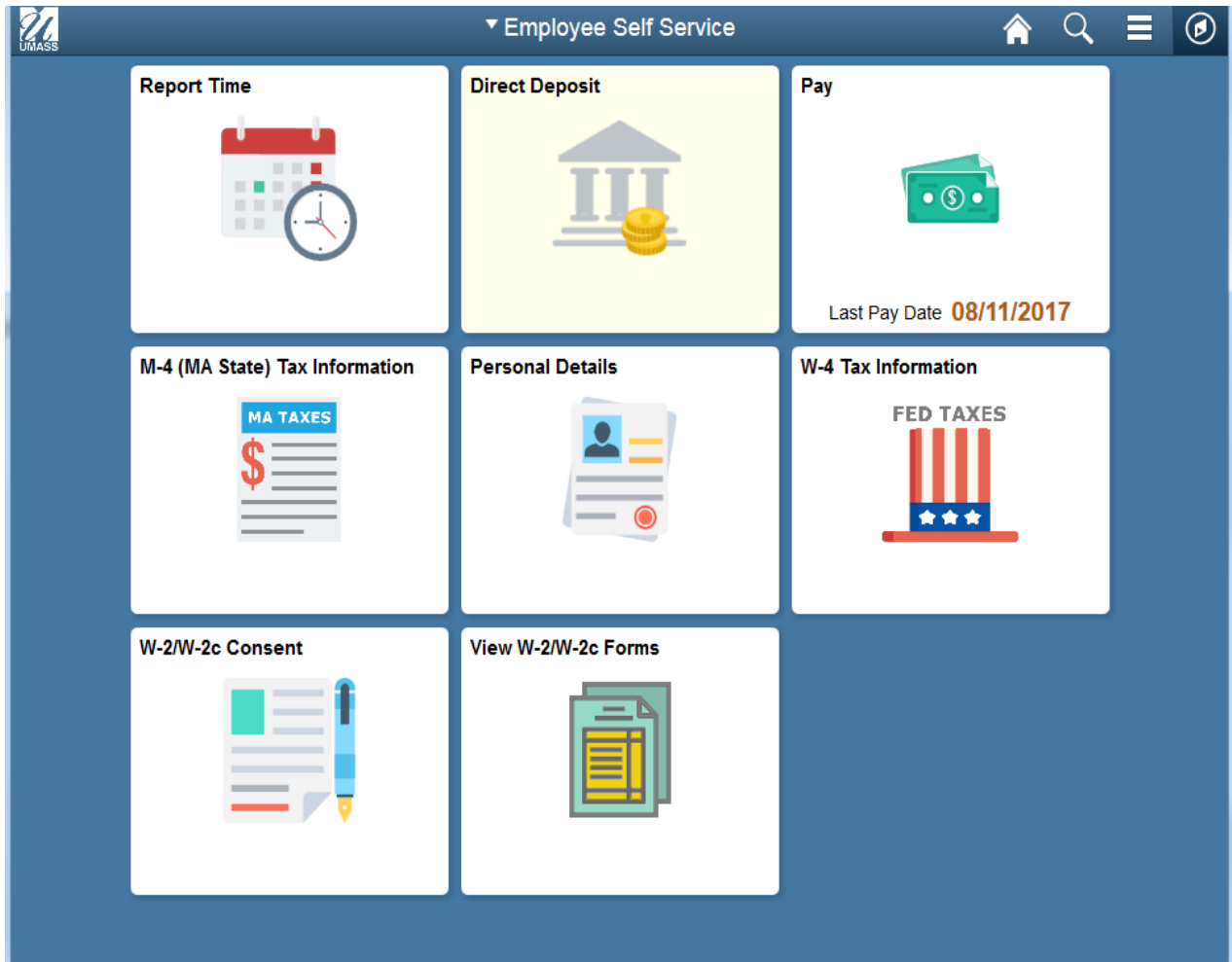
Employee Information

Contact the Human Resources department if any of your Employee Information is incorrect.

Please contact the Human Resources department if any of the information needs to be Added/Edited.

View your Pay Advice (Paycheck)

Click on the tile “Pay”



1. Click the Check date of the advice that you would like to view and your pay advice will appear.

If you are unable to view your pay advice please turn off any pop up blockers on your computer.

Employee Self Service

Pay

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/11/2017	Commonwealth of Massachusetts	07/23/2017 08/05/2017		>
07/14/2017	Commonwealth of Massachusetts	06/25/2017 07/08/2017		>
06/30/2017	Commonwealth of Massachusetts	06/11/2017 06/24/2017		>
06/16/2017	Commonwealth of Massachusetts	05/28/2017 06/10/2017		>
05/19/2017	Commonwealth of Massachusetts	04/30/2017 05/13/2017		>

View, Print, or Save your Pay Advice.

The Pay Advice will open as an Adobe PDF document which means you will need Adobe Acrobat on the desktop you use to access the information.

Campus location

University of Massachusetts
Department of Human Resources, 100 Morrissey Boulevard
Boston, MA 02125-3393

Dates of Paycheck distribution

Pay Group: UMB-UMass Boston
Pay Begin Date: 09/03/2017
Pay End Date: 09/16/2017
Business Unit: UMBOS
Advice #: 08843645
Advice Date: 09/22/2017

Your Name & Mailing
Address will appear
here.

Employee ID:
Department:
Location:
Campus ID:

TAX DATA:
Tax Status: Married
Allowances: 2
Addl. Pct.: 2
Addl. Amt:

Number of Federal and State withholdings

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings	Description	Current	YTD
Regular	29.859625	80.00	2,388.78	1,329.00	40,740.18	Fed Withholding	150.53	2,923.07
Family Sick Time				31.50	974.17	Fed MED/EE	30.84	590.60
Personal Time				30.00	927.76	MA Withholding	97.86	1,774.01
Sick Time				31.00	950.17			
Vacation Time				31.00	941.65			
TOTAL:			2,388.78		44,533.93	TOTAL:	279.23	5,287.68

Total YTD (year-to-date) payroll deductions

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
State Retirement	214.99	4,008.06	Boston Family Dental Plan	22.80	410.40			
Multi Parking Pre Tax	79.34	634.68						
Basic Health Pre Tax	182.89	3,153.87						
State Retirement 2% Deduction	24.69	452.34						
Basic Life Ins	0.00	14.67						
TOTAL:	501.91	8,263.62	TOTAL:	22.80	410.40	*TAXABLE		

Gross amount of compensation earned

TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current	2,388.78		1,886.87		279.23		524.71		1,584.84
YTD	44,533.93		36,270.31		5,287.68		8,674.02		30,572.23
AVAILABLE HOURS		COMP TIME BALANCES		NET PAY DISTRIBUTION					
Vacation:	125.03			Advice #08843645					1,584.84
Personal:	7.50								
Sick:	114.23								
TOTAL:				TOTAL:					1,584.84

MESSAGE:

Current Leave Accrual
Balances

University of Massachusetts
Department of Human Resources
100 Morrissey Boulevard
Boston, MA 02125-3393

Date:
09/22/2017

Advice No.
8843645

Deposit Amount: **\$1,584.84**

To The
Account(s) Of

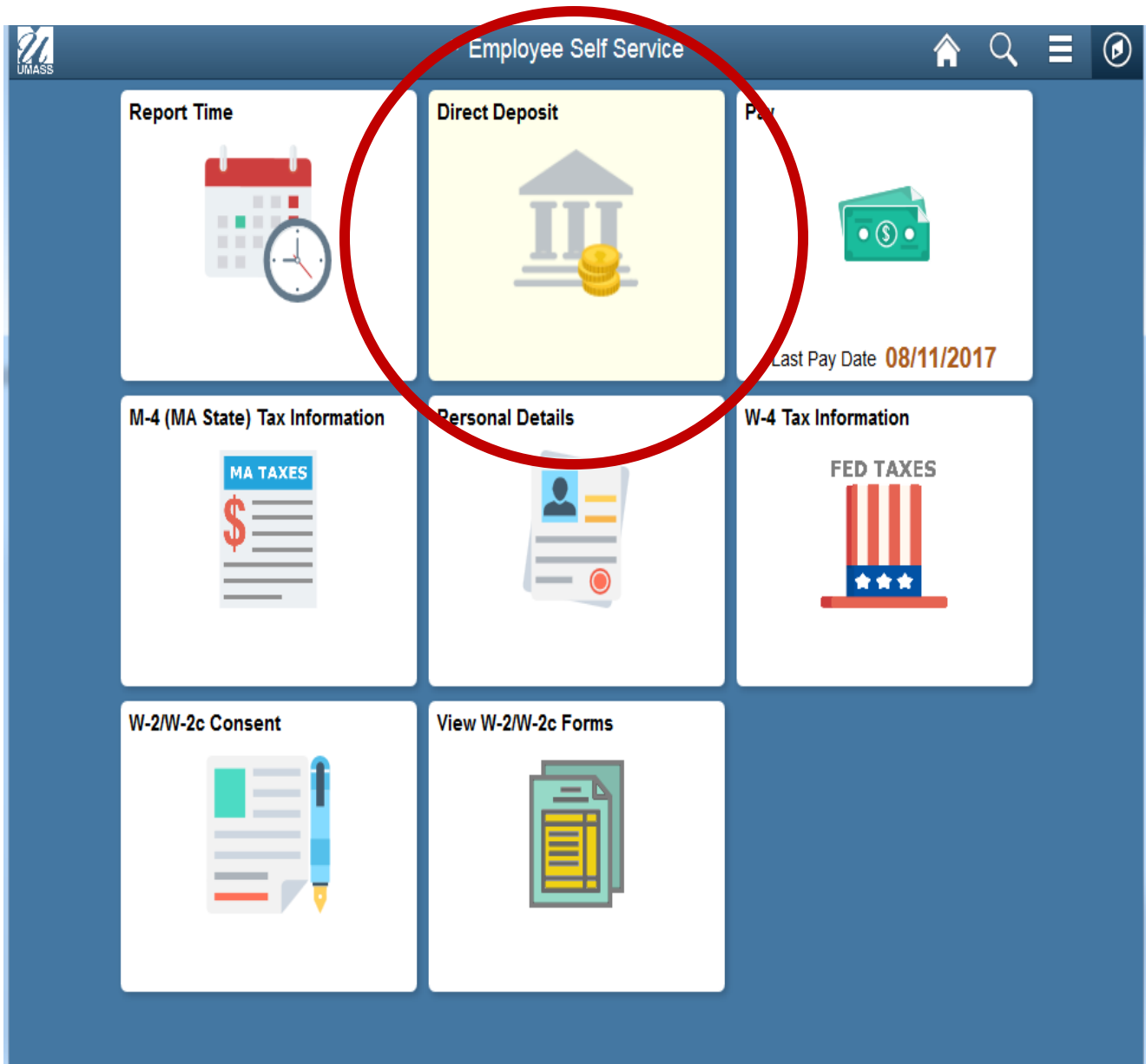
Your Name, Mailing Address
and Campus Location will
appear here.

Current Direct Deposit
information plus total
amount deposited

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Checking	*****081	\$1,584.84
Total:		\$1,584.84

NON-NEGOTIABLE

Direct Deposit



Direct Deposit

Add Direct Deposit

[Employee Self Service](#) **Direct Deposit**

Direct Deposit

I understand that by enrolling in direct deposit I (1) authorize the University of Massachusetts to deposit my net pay to the financial institution(s) I have selected; (2) if funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institution(s) to return said funds; and (3) if funds to which I am entitled are returned to the University by my financial institution(s), I authorize the University to reissue those funds on a prepaid debit card.

If you are enrolling into direct deposit for the first time, the first account you create must have a "Deposit Type" of "Balance". The "Deposit Order" defaults to 999. You can then create additional accounts as necessary. The "Balance" account will receive 100% of your funds if no other accounts are created.

If you need to change information for your balance account select the edit button then update and save your information. You cannot delete your balance account.

You are responsible for the accuracy of your data, please review carefully before saving page.

Please note, for security purposes, only the last three characters of any account number is displayed. In order to make changes, be sure to have any existing bank account number available as it will be needed to complete the change.

Review, add or update your direct deposit information.

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	

Pay Statement Print Option

[Add Account](#)

Click on **Add Account**

< Employee Self Service

Direct Deposit

Add Direct Deposit

Please note that the University does not check or test the accuracy of your bank and account information. You should carefully review your information before saving this page.

Inaccurate banking information could result in your deposit being returned to the University and a delay in the final receipt of your pay.

If you have any questions regarding setup, please contact your campus HR Office or your financial institution.

Please note, for security purposes, if any changes are made to your direct deposit either by the HR Office or by you via self-service the University system will send an email confirmation to all email addresses that you have provided to the University.

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Confirm Acct Nbr

*Deposit Type:

To reduce your security risk, please enter one existing Direct Deposit account number, then hit enter or tab out of the field to continue making your change.

97 characters remaining

*Deposit Order:

(Example: 1 = First Account Processed)

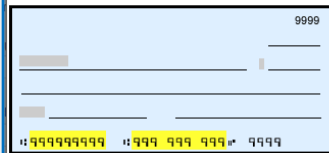
[Return to Direct Deposit](#)

* Required Field

Check Example

Help

The Routing Number and Account Number can be obtained from your check. At the bottom of a check, there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.



1 - Routing Number
2 - Account Number

[Return](#)

For security purposes you are first asked to Enter/Confirm the account number associated with your direct deposit. Then hit enter or tab out to continue.

Employee Self Service

Direct Deposit

Add Direct Deposit

Please note that the University does not check or test the accuracy of your bank and account information. You should carefully review your information before saving this page.

Inaccurate banking information could result in your deposit being returned to the University and a delay in the final receipt of your pay.

If you have any questions regarding setup, please contact your campus HR Office or your financial institution.

Please note, for security purposes, if any changes are made to your direct deposit either by the HR Office or by you via self-service the University system will send an email confirmation to all email addresses that you have provided to the University.

Your Bank Information

Routing Number:
View check example

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order:
(Example: 1 = First Account Processed)

Save

Return to Direct Deposit

* Required Field

2.	Enter Routing number
5.	Enter Account Number
	Enter Account Type: Click the drop down menu either Checking or Savings
6.	Enter Deposit Type: Click the drop down menu either Amount, Percentage or Balance
	Amount or percent is to be left blank if using only one account. If more than one account specify a percent or amount for one and select "Balance" in deposit type for other account.
8.	The Deposit Order field will default to "999" for deposit type of "Balance", which will display upon saving the page.
9.	Click Save then the OK button

Edit/Change Direct Deposit

[< mployee Self Service](#)Direct Deposit

Direct Deposit

I understand that by enrolling in direct deposit I (1) authorize the University of Massachusetts to deposit my net pay to the financial institution(s) I have selected; (2) if funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institution(s) to return said funds; and (3) if funds to which I am entitled are returned to the University by my financial institution(s), I authorize the University to reissue those funds on a prepaid debit card.

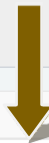
If you are enrolling into direct deposit for the first time, the first account you create must have a "Deposit Type" of "Balance". The "Deposit Order" defaults to 999. You can then create additional accounts as necessary. The "Balance" account will receive 100% of your funds if no other accounts are created.

If you need to change information for your balance account select the edit button then update and save your information. You cannot delete your balance account.

You are responsible for the accuracy of your data, please review carefully before saving page.

Please note, for security purposes, only the last three characters of any account number is displayed. In order to make changes, be sure to have any existing bank account number available as it will be needed to complete the change.

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Checking	011000138	XXXXXXXXXXXXXXX...	Amount	\$525.00	1	 Edit	Delete

Pay Statement Print Option

Add Account

[< Direct Deposit](#)

Direct Deposit

Change Direct Deposit

Please note that the University does not check or test the accuracy of your bank and account information. You should carefully review your information before saving this page.

Inaccurate banking information could result in your deposit being returned to the University and a delay in the final receipt of your pay.

If you have any questions regarding setup, please contact your campus HR Office or your financial institution.

Please note, for security purposes, if any changes are made to your direct deposit either by the HR Office or by you via self-service the University system will send an email confirmation to all email addresses that you have provided to the University.

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Confirm Acct Nbr

*Account Type:

To reduce your security risk, please enter the full Direct Deposit account number you plan to change, then hit enter or tab out of the field to continue making your change.

*Deposit Type:

82 characters remaining

Amount or Percent:

*Deposit Order:

(Example: 1 = First Account Processed)

[Return to Direct Deposit](#)

* Required Field

1.	Confirm Account Number, if changing, then tab out <u>(You must do this FIRST)</u>
2.	Enter Routing number, if changing
3.	Change/Confirm Deposit Type
4.	Add Amount or Percentage
	Amount or percent is to be left blank if using only one account. If more than one account specify a percent or amount for one and select "Balance" in deposit type for other account.
5.	The Deposit Order field will default to "999" for deposit type of "Balance", which will display upon saving the page.
6.	Click Save then click the OK button.

Delete Direct Deposit

[Employee Self Service](#)

Direct Deposit

Direct Deposit

I understand that by enrolling in direct deposit I (1) authorize the University of Massachusetts to deposit my net pay to the financial institution(s) I have selected; (2) if funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institution(s) to return said funds; and (3) if funds to which I am entitled are returned to the University by my financial institution(s), I authorize the University to reissue those funds on a prepaid debit card.

If you are enrolling into direct deposit for the first time, the first account you create must have a "Deposit Type" of "Balance". The "Deposit Order" defaults to 999. You can then create additional accounts as necessary. The "Balance" account will receive 100% of your funds if no other accounts are created.

If you need to change information for your balance account select the edit button then update and save your information. You cannot delete your balance account.

You are responsible for the accuracy of your data, please review carefully before saving page.

Please note, for security purposes, only the last three characters of any account number is displayed. In order to make changes, be sure to have any existing bank account number available as it will be needed to complete the change.

Review, add or update your direct deposit information.

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Checking	011000138	XXXXXXXXXXXXXXX	Amount	\$525.00	1	<div>Edit</div> <div>Delete</div>

Pay Statement Print Option

Add Account

4.	Confirm Account Number
5.	Click "Yes – Delete"

[Direct Deposit](#)

Direct Deposit

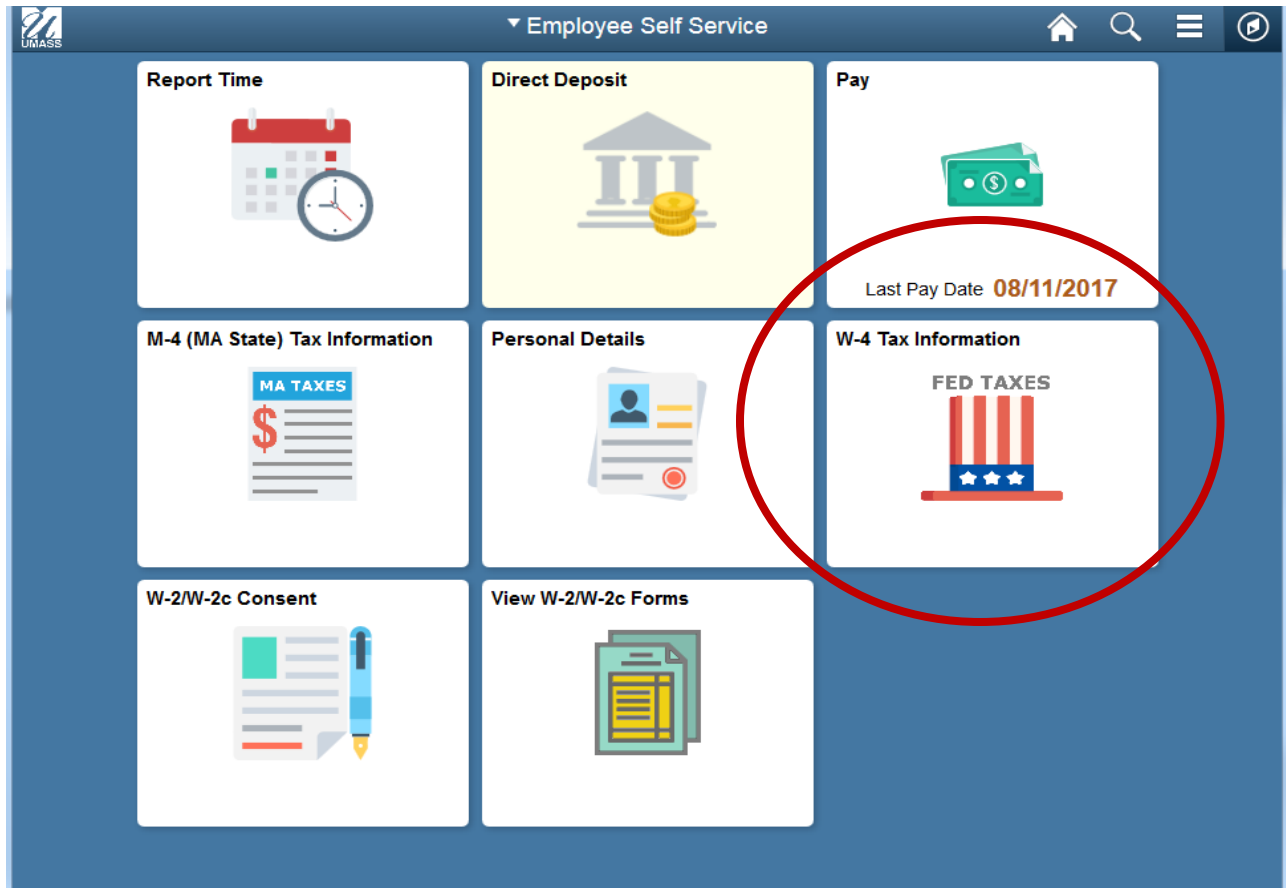
Delete Confirmation

To reduce your security risk, please enter the full Direct Deposit account number then hit Enter

Confirm Acct Nbr:

View/Change W-4 (Federal) Tax Information

Click on the following tile below



You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Employee Self Service

W-4 Tax Information

Nonresident alien employees must contact their campus HR/Payroll department to change their W-4 tax information.

Employees that both live and work in the state of Rhode Island must contact their campus HR/Payroll department to change their W-4 tax information.

[Click here to access W4 form instructions and worksheet](#)

Home Address

Home address on file will default here

Mailing Address

Mailing address on file will default here, if applicable

W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Tax Status ☒ Single ☐ Married

☐ Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

☐ Check here if your last name differs from that shown on your social security card.
You Must Contact the IRS.

Claim Exemption

Current Year and I certify that I meet BOTH of the following conditions for exemption

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.

2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check this box if you meet both conditions to claim exempt status.

Submit

By clicking the Submit button, I acknowledge under penalties of perjury, that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete

Make any updates or changes. Click Submit

Congratulations you have successfully updated/changed your W-4 form.

View/Change M-4 (MA State) Tax Information

< Employee Self Service

M-4 Tax Information

Commonwealth of Massachusetts

Nonresident alien employees must contact their campus HR/Payroll department to change their M4 tax information.

Employees who live and work entirely outside the Commonwealth of Massachusetts should contact their campus HR/Payroll department to discuss state tax withholding.

[Click here to access M4 form instructions](#)

Home Address

Home address on file will default here

Mailing Address

Mailing address on file will default here, if applicable

M-4 Tax Information

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

☒ Check if you will file as head of household on your tax return

☐ Check if you are blind

☐ Check if spouse is blind and not subject to withholding

☐ Check if you will file as blind and head of household

☐ Check if you will file as blind and your spouse is blind and not subject to withholding

☐ None of the Above

Claim Exemption

☐ Check if you are a full-time student engaged in seasonal, part-time, or temporary employment whose estimated annual income will not exceed \$8,000

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Click here to access M-4 form instructions and worksheet link

Home address on file will default here

Mailing address on file will default here, if applicable

Make any updates or changes. Click **Submit**

Congratulations you have successfully updated/changed your M-4 form.

W-2/W-2c Consent Form

If you are new to the system and need to access your online W-2/W-2c statement you must first complete the consent to receive them electronically.

1. To access the form, Click on the **W-2/W-2c Consent** tile. You will be directed to a **Disclosure Statement**.



Once you've read the **Disclosure Statement**, and agree with the terms, click on the box and then click **Submit**.

☐ I consent to receive W-2 or W-2c forms electronically

Submit

This screenshot shows the 'W-2/W-2c Consent' page in the 'Employee Self Service' portal. The page title is 'W-2/W-2c Consent Form'. Below the title, there is a message with a computer icon: 'You will receive W-2 or W-2c forms electronically'. The main text states: 'You had previously consented to receiving your W-2 and W-2c forms electronically. Submission of this withdrawal of consent will discontinue your receipt of electronic W-2 and W-2c forms; and you will revert to receiving hard copies of your W-2 forms.'

After you submit your consent form, you will receive the following message. The consent will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued.

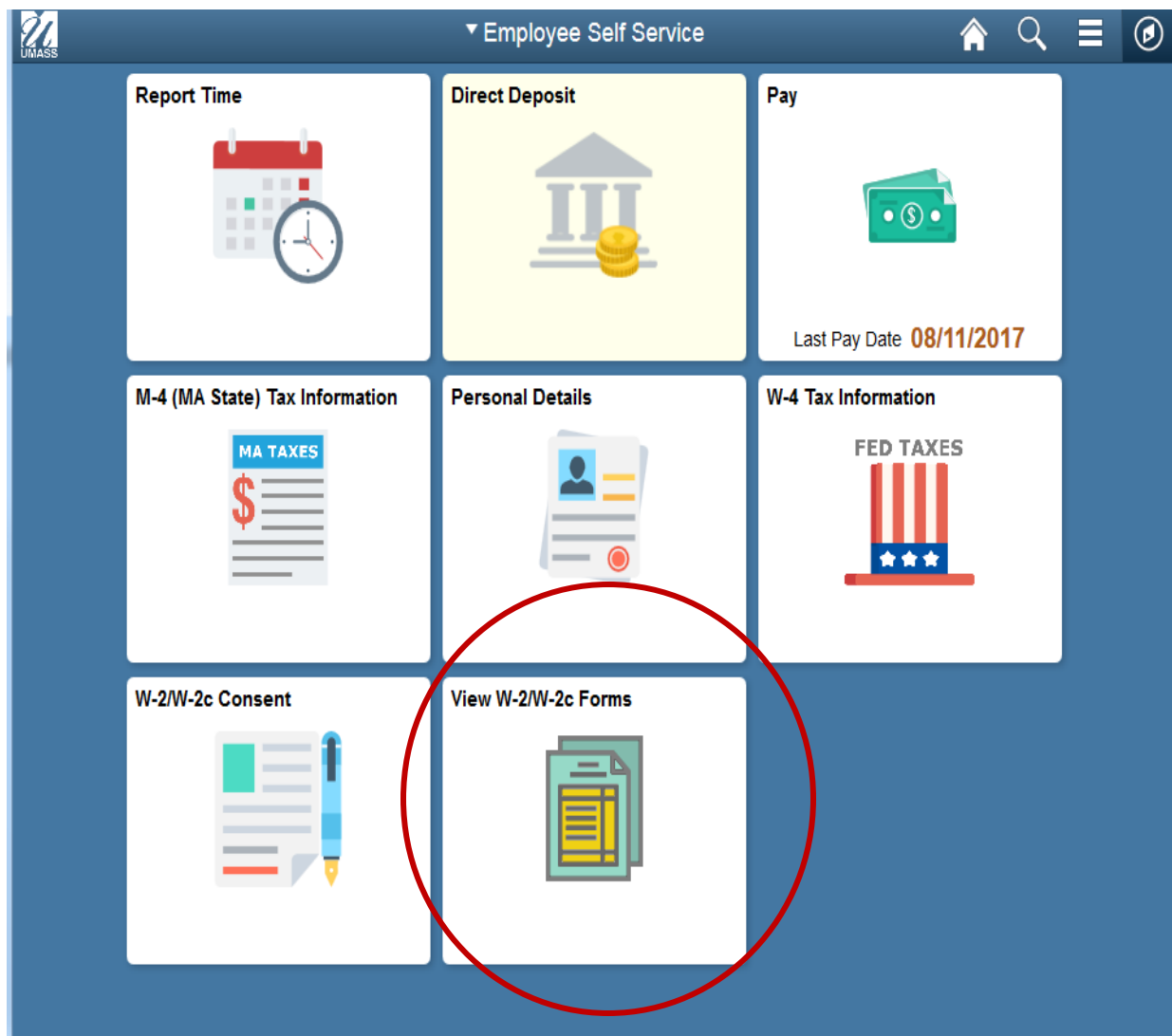
You will not have to use this feature again once you provide consent.

NOTE: If you wish to withdraw consent, repeat the Step 1 process, then click the box withdrawing your consent to electronically receive the W-2/W-2c and click **Submit**.

This screenshot shows the 'W-2/W-2c Consent' page in the 'Employee Self Service' portal. The page title is 'W-2/W-2c Consent Form'. Below the title, there is a message with a computer icon: 'You currently receive W-2 or W-2c forms electronically'. The main text states: 'You had previously consented to receiving your W-2 and W-2c forms electronically. Submission of this withdrawal of consent will discontinue your receipt of electronic W-2 and W-2c forms; and you will revert to receiving hard copies of your W-2 forms.' Below this text, there is a yellow box containing a checkbox and the text: 'I withdraw my consent to receive W-2 or W-2c forms electronically'. At the bottom left, there is a green 'Submit' button.

If you have any questions please contact HR/Payroll Department.

View W-2/W-2c Forms



Employee Self Service **View W-2/W-2c Forms**

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review. Employees may have been issued both a W2 and a W2C for any given tax year.

Some nonresident alien employees may also receive a Form 1042-S. If a copy of the Form 1042-S is required, they should contact their campus HR/Payroll department.

[View a Different Tax Year](#)

Select Year End Form [Personalize](#) | [1 of 1](#)

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	UMass W2 Information
2016	UMS	W-2	01/19/2017	UMASS W2 Information

Security Challenge

SSN Last 4 Digits

To reduce your security risk, please enter the last four digits of your Social Security Number.

To obtain your W2 information and for security purposes you will **FIRST** need to provide the last 4 digits of your Social Security Number and then click **OK**

After you enter the last 4 digits of your SSN you will be taken to another screen where you will access your W2/year end form.

Employee Self Service

View W-2/W-2c Form

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review. Employees may have been issued both a W2 and a W2C for any given tax year.

Some nonresident alien employees may also receive a Form 1042-S. If a copy of the Form 1042-S is required, they should contact their campus HR/Payroll department.

View a Different Tax Year

Select Year End Form

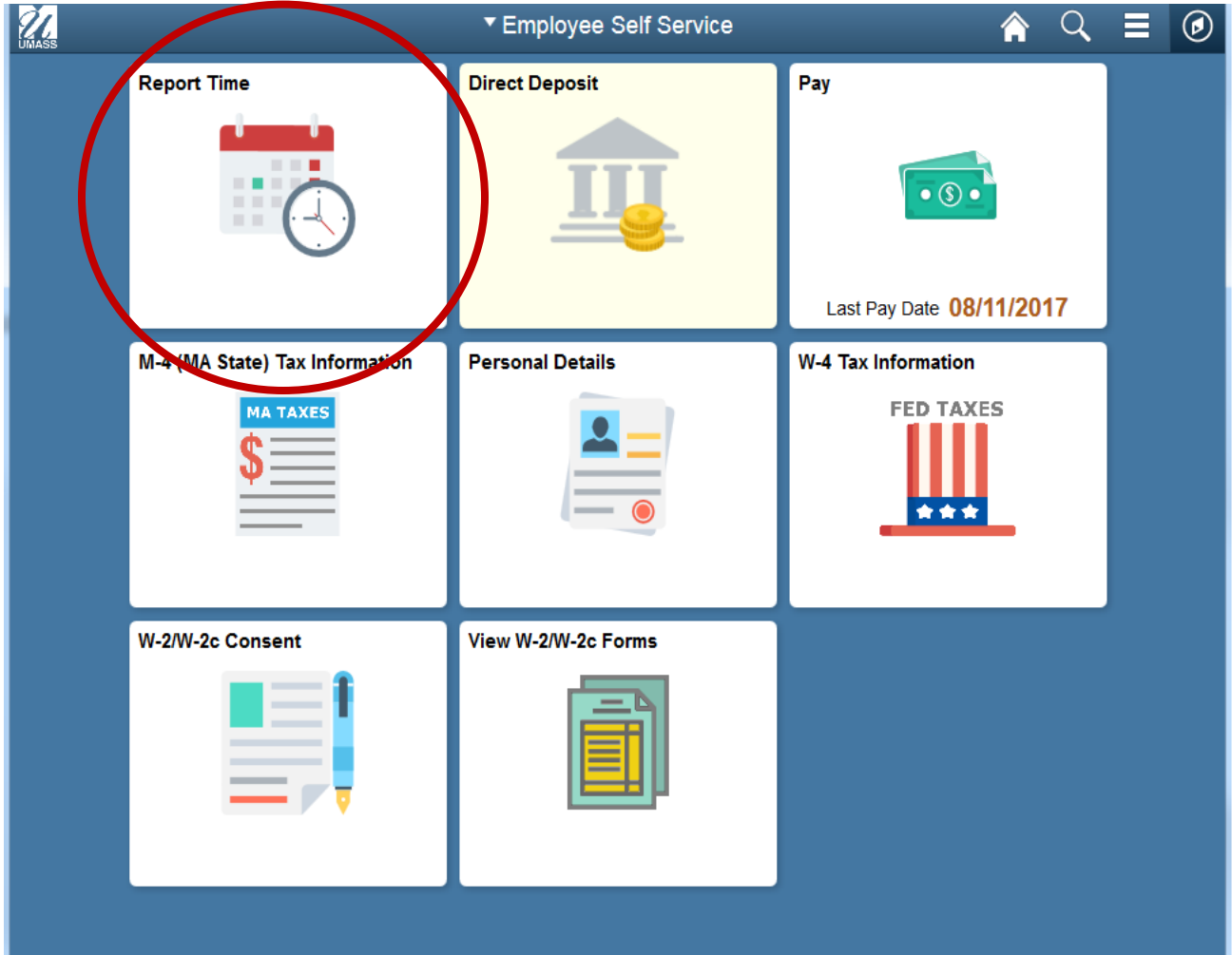
Personalize | 1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	UMass W2 Information
2016	UMS	W-2	01/19/2017	Year End Form	UMASS W2 Information

3.	To then view your W-2/W-2C click on Year End Form link
4.	To get additional information on W-2/W-2C Form click on UMASS W2 Information link
5.	To view a different tax year click on View a Different Tax Year link
Note:	Once you are in the forms you may print them utilizing the print function

Congratulations you have successfully viewed your W-2/W-2C forms

Reporting Time using a Timesheet (EXCEPTION)



1.	Use the Timesheet page to report exception hours and time reporting codes for the current time period.
Date:	<p>This automatically defaults to the beginning of the present week. You can change this date by choosing the Previous Week or Next Week link.</p> <p>Note: You can enter time up to six (6) months in the future however you cannot change time prior to the current pay period. If you notice a mistake please contact your department timekeeper.</p>
Note:	For each day that the employee reports an exception, the total number of hours must be equal to or greater than (comp time or overtime) the scheduled hours for that day.

Employee Self Service

Timesheet

New Window | Help

Timesheet

Employee ID

Empl Record 0

Earliest Change Date 08/06/2017

Select Another Timesheet

*View By Week

Previous Week Next Week

*Date 09/24/2017

Scheduled Hours 40.000

Reported Hours 0.000

From Sunday 09/24/2017 to Saturday 09/30/2017

Sun 9/24	Mon 9/25	Tue 9/26	Wed 9/27	Thu 9/28	Fri 9/29	Sat 9/30	Total	Time Reporting Code	Taskgroup	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields
									UM_EXP	UMBOS				ChartFields
									UM_EXP	UMBOS				ChartFields
									UM_EXP	UMBOS				ChartFields

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Exceptions

Reported Time Status

Personalize Find 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Self Service

Time Reporting

Reported Time Status	This tab provides you with your reported time status. Each time you submit your information your Reported Time Status will be updated.
Note:	All additional leave (i.e., Bereavement, Jury Duty, etc.) and/or earned hours (i.e., Compensatory time, Overtime) must be submitted to your Supervisor and/or Timekeeper.

Reported Time Status

Summary

Leave / Compensatory Time

Exceptions

Reported Time Status

Personalize

Find





1-2 of 2

Date	Reported Status	Total	TRC	Description	Comments
09/30/2014	Submitted	4.000	REG	Regular Pay SERS Eligible	
09/30/2014	Submitted	3.500	SIC	Sick Time	

SUMMARY: This tab shows your scheduled hours for the week.

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time					
Reported Time Summary					Personalize	Find			1-4 of 4
Category	Total	Sun 9/10	Mon 9/11	Tue 9/12	Wed 9/13	Thu 9/14	Fri 9/15	Sat 9/16	
Total Reported Hours									
Total Scheduled Hours	37.500		7.500	7.500	7.500	7.500	7.500		
Schedule Deviation	37.500		7.500	7.500	7.500	7.500	7.500		
No category Displayed									

Leave Compensatory Time	Before you enter your time, you can check your balances in the Leave/Compensatory Time for Sick, Personal, Vacation and Comp Time. Balances are current to the date you view the tab. If you enter time and click submit your balance will be immediately reflected in this tab (except comp time).
-------------------------------	---

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions						
Leave and Compensatory Time Balances ?					Personalize	Find			1-4 of 4
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail				
Leave	Sick	77.270	0	960					
Leave	Vacation	91.621	0	960					
Leave	Personal	40.000	0	9999					
Comp Time	H120DAYEXP	0.000	0						



Exceptions	This tab will allow you to see if you have made any errors in your reporting your exception time. The day after you enter your time please check this tab.
------------	--

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions						
Exceptions ?					Personalize	Find			1 of 1
Date	Exception ID	Exception Source	Status	Exception Severity					


NOTE: If you need to correct time, you can do this right away and have the capability to do this anytime between 1:00 pm – 5:00 pm. (Notify your supervisor and/or timekeeper of the change)

Select Another Timesheet

*View By Week Previous Week Next Week


*Date 09/28/2014  



Scheduled Hours 37.50 Reported Hours 7.500

From Sunday 09/28/2014 to Saturday 10/04/2014 

Sun 9/28	Mon 9/29	Tue 9/30	Wed 10/1	Thu 10/2	Fri 10/3	Sat 10/4	Total	Time Reporting Code	*Taskgroup	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields
		4.000					4.000	REG - Regular Pay SERS Eligible	UM_EXP	UMBOS				ChartFields + -
		3.500					3.500	SIC - Sick Time	UM_EXP	UMBOS				ChartFields + -

Reported Time Status Summary Leave / Compensatory Time Exceptions

Reported Time Status Personalize Find  1-2 of 2

Date	Reported Status	Total TRC	Description	Comments
09/30/2014	Submitted	4.000 REG	Regular Pay SERS Eligible	
09/30/2014	Submitted	3.500 SIC	Sick Time	

[Self Service](#)
[Time Reporting](#)

Example of Entering Exemption time

On Tuesday, John worked for 3.50 hours and took 4.00 hours of sick time.

He begins by entering the **Regular** hours for that day.

He enters "**3.5**".into the **Tue** field.

He clicks the **Time reporting Code** list.

He clicks the **REG - Regular Pay SERS Eligible** list item.

REG - Regular Pay SERS Eligible

John will now enter his sick time into the **Tue** field.

John enters "**4.0**".

He clicks the **Time Reporting Code** list.

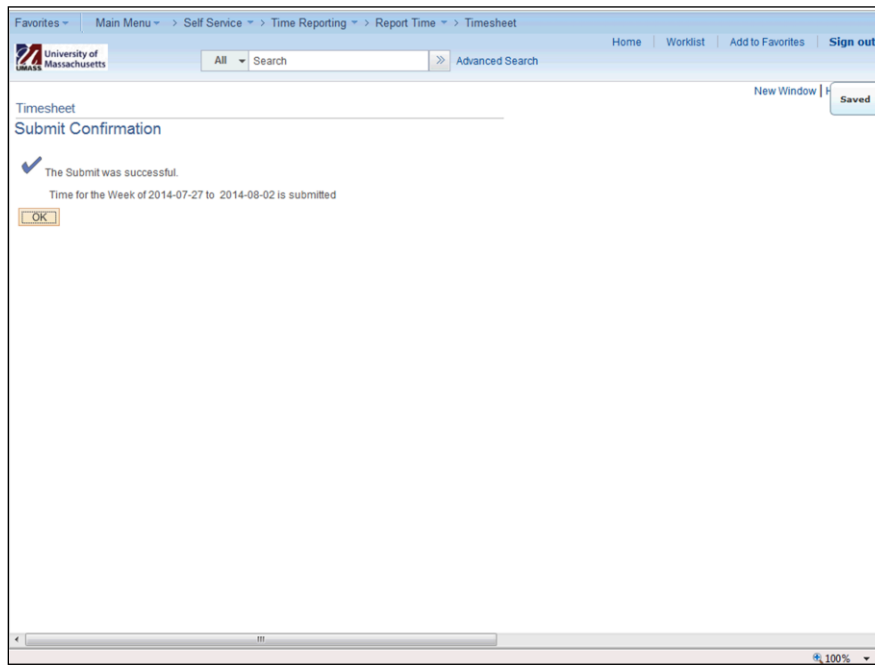
 


He clicks the **SIC - Sick Time** list item.

SIC - Sick Time

When reporting time for partial REG and exception time, the system requires that the total hours for the day match the scheduled hours. In this example, John's daily hours should equal 7.50 hours.

Once completed John clicks the **Submit** button.



Step	Action
14.	John clicks the OK button. 

John has successfully entered his exception time into the timesheet.

HR Pay Calendar 2017

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7◀
▶8	9	10	11	12	13	14
15	16	17	18	19	20	21◀
▶22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4◀
▶5	6	7	8	9	10	11
12	13	14	15	16	17	18◀
▶19			22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4◀
▶5	6	7	8	9	10	11
12	13	14	15	16	17	18◀
▶19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1◀
▶2	3	4	5	6	7	8
9	10	11	12	13	14	15◀
▶16			19	20	21	22
23	24	25	26	27	28	29◀
▶30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13◀
▶14	15	16	17	18	19	20
21	22	23	24	25	26	27◀
▶28		30	31			
	29					

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10◀
▶11	12	13	14	15	16	17
18	19	20	21	22	23	24◀
▶25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8◀
▶9	10	11	12	13	14	15
16	17	18	19	20	21	22◀
▶23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5◀
▶6	7	8	9	10	11	12
13	14	15	16	17	18	19◀
▶20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2◀
▶3			6	7	8	9
10	11	12	13	14	15	16◀
▶17	18	19	20	21	22	23
24	25	26	27	28	29	30◀

October						
S	M	T	W	T	F	S
▶1	2	3	4	5	6	7
8	9	10	11	12	13	14◀
▶15	16	17	18	19	20	21
22	23	24	25	26	27	28◀
▶29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11◀
▶12	13	14	15	16	17	18
19	20	21	22	23	24	25◀
▶26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9◀
▶10	11	12	13	14	15	16
17	18	19	20	21	22	23◀
▶24			27	28	29	30
31						

⌚ By Noon to make correction

Bold Payroll Processing Day

u Pay Period Begins

t Pay Period Ends

□ Pay day

■ Holiday

HR Pay Calendar 2018

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6◀
▶7	8	9	10	11	12	13
14	15	16	17	18	19	20◀
▶21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3◀
▶4	5	6	7	8	9	10
11	12	13	14	15	16	17◀
▶18	19		21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
				1	2	3◀
▶4	5	6	7	8	9	10
11	12	13	14	15	16	17◀
▶18	19	20	21	22	23	24
25	26	27	28	29	30	31◀

April						
S	M	T	W	T	F	S
▶1	2	3	4	5	6	7
8	9	10	11	12	13	14◀
▶15	16		18	19	20	21
22	23	24	25	26	27	28◀
▶29	30					

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12◀
▶13	14	15	16	17	18	19
20	21	22	23	24	25	26◀
▶27	28	29	30	31		

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9◀
▶10	11	12	13	14	15	16
17	18	19	20	21	22	23◀
▶24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7◀
▶8	9	10	11	12	13	14
15	16	17	18	19	20	21◀
▶22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
			1	2	3	4◀
▶5	6	7	8	9	10	11
12	13	14	15	16	17	18◀
▶19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	T	F	S
						1◀
▶2	3	4	5	6	7	8
9	10	11	12	13	14	15◀
▶16	17	18	19	20	21	22
23	24	25	26	27	28	29◀
▶30						

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13◀
▶14	15	16	17	18	19	20
21	22	23	24	25	26	27◀
▶28	29	30	31			

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10◀
▶11	12	13	14	15	16	17
18	19	20	21	22	23	24◀
▶25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8◀
▶9	10	11	12	13	14	15
16	17	18	19	20	21	22◀
▶23	24	25	26	27	28	29
30	31					

◻ By Noon to make correction

bold Payroll Processing Day

u Pay Period Begins

t Pay Period Ends

◻ Pay day

◼ Holiday