



2017 - 2018

Time and Attendance
Manager Self Service
Training Guide



University of Massachusetts Boston
Human Resources Department

Revised: September 2017

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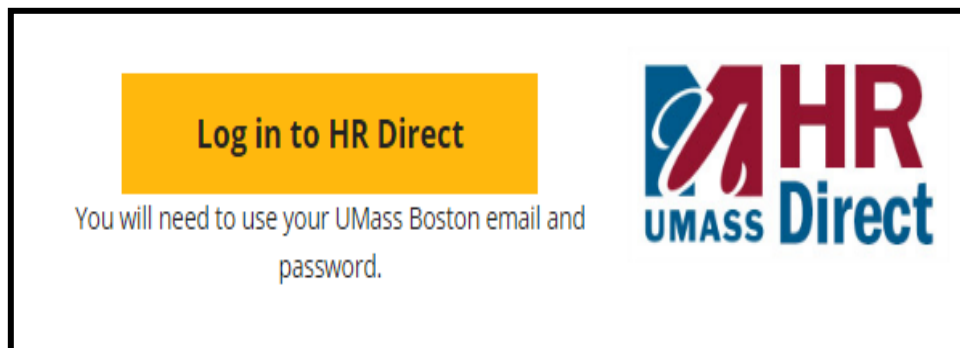
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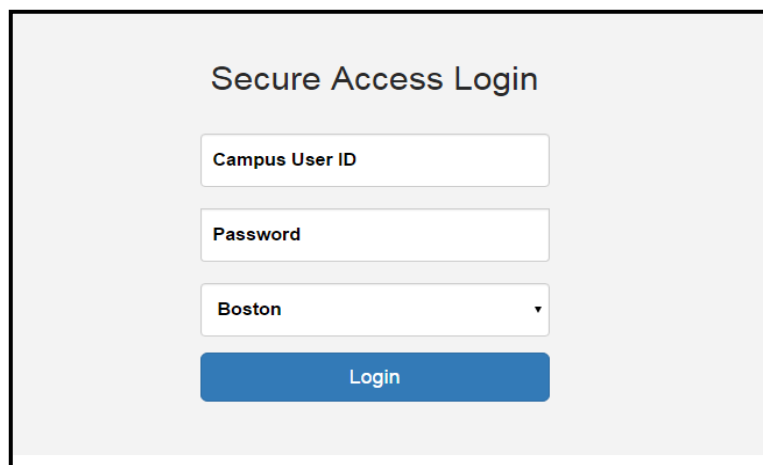
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Manager Self Service – Approve Time

Login to HR Direct



Step	Action
1.	Go to www.umb.edu/hr
2.	Click on the HR Direct Logo

The image shows the "Secure Access Login" form. It has a light gray background. At the top, the text "Secure Access Login" is centered. Below this, there are three input fields: "Campus User ID", "Password", and a dropdown menu currently showing "Boston". At the bottom of the form is a blue button labeled "Login".

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

The screenshot displays the HRDirect Manager Self Service interface. At the top, a dark blue header bar contains the 'Employee Self Service' title and navigation icons. A yellow arrow points from a 'Home page' label to the home icon. Another yellow arrow points from a 'Search' label to the magnifying glass icon. The main content area features several white tiles: 'Report Time' (calendar icon), 'Direct Deposit' (bank icon), 'Pay' (wallet icon with 'Last Pay Date 08/11/2017'), 'M-4 (MA State) Tax Information' (tax form icon), 'Personal Details' (ID card icon), 'W-4 Tax Information' (tax form icon), and 'View W-2/W-2c Forms' (stack of papers icon). On the right, a 'NavBar' sidebar includes a gear icon, 'Recent Places' (calendar icon), 'My Favorites' (star icon), 'Navigator' (document icon), and 'Classic Home' (web browser icon). A yellow arrow points from the top right of the main content area to a dropdown menu. This menu contains the following options: 'Personalize Homepage', 'My Preferences', 'Help', and 'Sign Out'. A red arrow points from a red-bordered text box to the 'Sign Out' option.

Home page

Search

Employee Self Service

Report Time

Direct Deposit

Pay

Last Pay Date 08/11/2017

M-4 (MA State) Tax Information

Personal Details

W-4 Tax Information

View W-2/W-2c Forms

NavBar

Recent Places

My Favorites

Navigator

Classic Home

Personalize Homepage

My Preferences

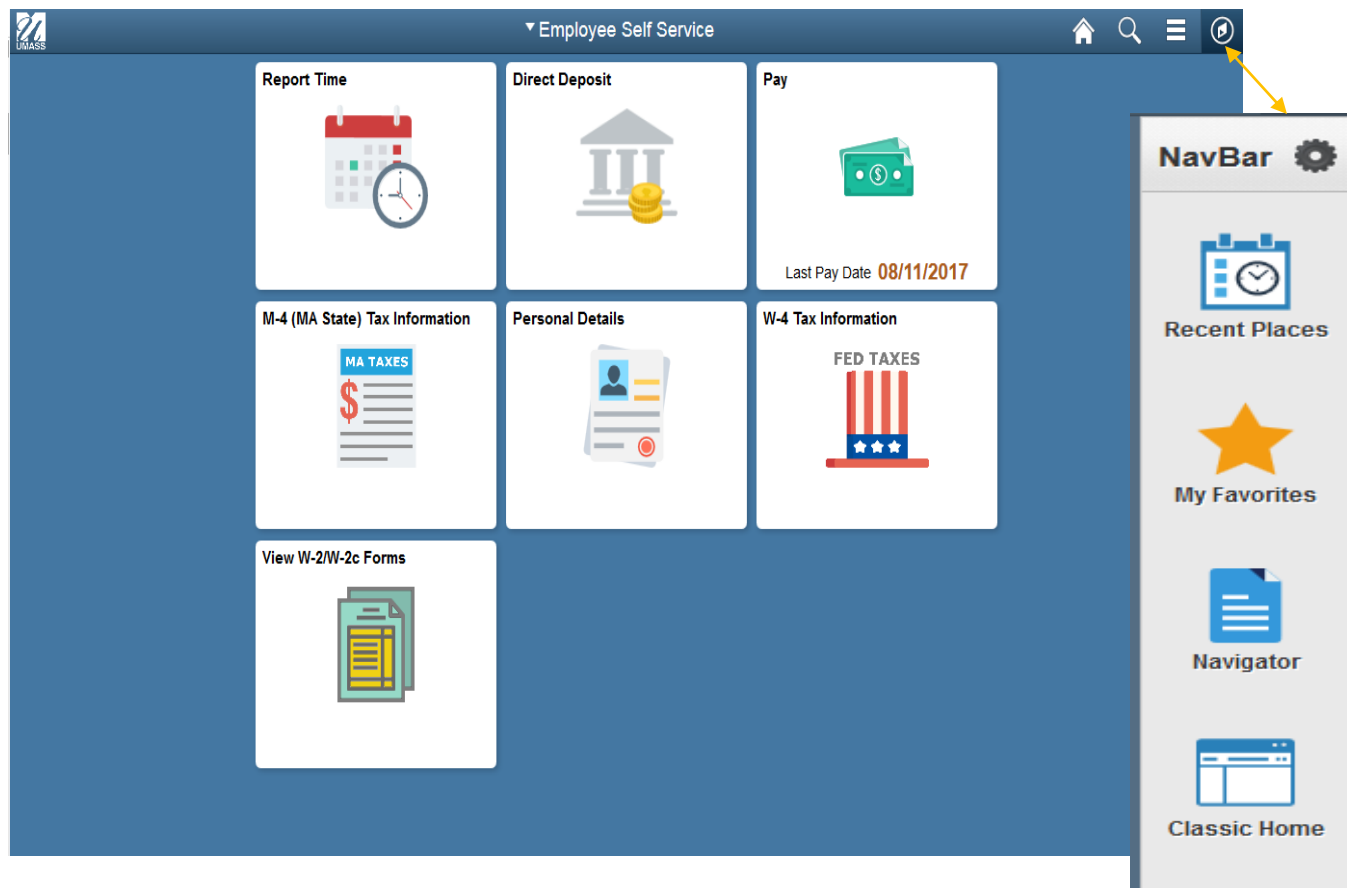
Help

Sign Out

When finished. Don't forget to sign out and close your browser.

You can also personalize your page. Please visit <https://hr.umb.edu/job-aids> for all HRDirect System Upgrade job aids.

Approve Time



1. Click on the NavBar icon>> Navigator>>Manager Self Service>>Time Management>> Approve Time and Exceptions>>Payable Time

Approve Time

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

2.
- Next to Time Reporter Group click on the **magnifying glass**

Get Employees

Clear Criteria

Save Criteria

Look Up Time Reporter Group

Search by: Time Reporter Group begins with

Look Up

Cancel

Advanced Lookup

3. Click on **Look Up**

B0185	Dynamic	GIS Core Research Facility
B0186	Dynamic	VC-Athletics & Recreation; SPP
B0188	Dynamic	Veterans' Affairs
BCIO1	Dynamic	CIO - 1
BCIO2	Dynamic	CIO - 2
BCIO3	Dynamic	CIO - 3
UMBOS	Dynamic	Boston Campus Central Office
Z1040	Static	Your Name

4. The Look Up Value screen will appear scroll down until you find the “Z” number with your name next to it. Z1071 Static Approval - **Your Name**
5. Click on the “Z” number and it will auto populate into the Group ID. *Please note do not write down or save this number there is times that it changes. You will always need to look it up in the Look Up Value screen.*

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	Z1040
Employee ID	

Get Employees

Clear Criteria

Save Criteria

6. Click Get Employees

Employees For [Redacted] Personalize Find View All First 1-3 of 3 Last

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Base Hours	Time Off	Additional Reported Time	Shift & Differentials	Paid as Units
<input type="checkbox"/>	[Redacted]	[Redacted]	10016619	0	Administrative Assistant II	79.500	75.000	0.000	4.500	0.000	0.000
<input type="checkbox"/>	[Redacted]	[Redacted]	10027736	0	Clerk VI	37.500	37.500	0.000	0.000	0.000	0.000
<input type="checkbox"/>	[Redacted]	[Redacted]	10120160	0	Clerk VI	83.250	75.000	0.000	8.250	0.000	0.000

Select All Deselect All

Approve

Note:	If all employees have done only Regular hours you may click the Select All button and then Approve to approve all employees. If employees have taken earned time you will want to click on each individual employee to verify time by clicking on their name.
7	Click on Name which is highlighted in blue

Approve Payable Time

Employee ID
Employment Record 0

Actions ▼

Start Date 08/28/2016
End Date 10/02/2016

Next Employee

Approval Details ?

Personalize | Find | View All | |

First 1-10 of 10 Last

Overview	Time Reporting Elements	Cost	Task Reporting Elements	
Select	Date	Time Reporting Code	Status	Quantity Type
<input type="checkbox"/>	09/19/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/20/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/21/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/22/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/23/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/26/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/27/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/28/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/29/2016	REG	Needs Approval	8.000 Hours
<input type="checkbox"/>	09/30/2016	REG	Needs Approval	8.000 Hours

Adjust Reported Time

Adjust Reported Time

Adjust Reported Time

Adjust Reported Time

Adjust Reported Time

Adjust Reported Time

Adjust Reported Time

Adjust Reported Time

Adjust Reported Time

Adjust Reported Time

Select All

Deselect All

Approve

8.	The detail information will appear. If all the time is correct you may choose Select All at the bottom of the page and each date will get checked. If there is any date that you need to discuss with the employee please check the dates individually.
9.	Click Approve
Note:	If there are any changes that need to be made to the employees timesheet please speak with the employee and ask them to change their time in the system. If you need to approve and the employee is not available or has not changed their time you may click on the Adjust Reported Time and you will be able to make changes to the employees timesheet. If you make changes to an employee's time sheet you should notify them.
	Please approve all employee time between 1:00 p.m. and 5:00 p.m. every Friday. If the employee or you need to make changes to their time you will not see those changes until after 5:30 p.m., you will then need to approve.
	First week of the pay period (will only show one week), second week of the pay period (will show two weeks) when you click Get employees. If the employee makes any changes they will appear when you go to approve on the second week.

Congratulations you have successfully approved time!

Auto Generated Reminder and Notification for Time Reporting

- This auto reminder sends to the time approvers on every Friday around 3:00 pm.
- You have not yet approved any time for your employee(s).
- You have only approved one week but not the second week.
- You have approved time on one or more of your employees who made an adjustment to their time.

This is a reminder for you to approve time for employee(s) who report to you in HR Direct.

You are receiving this reminder because:

- You have not yet approved any time for your employee(s)
- You have only approved one week but not the second week.
- You have approved time on one or more of your employees who made an adjustment to their time.

Please log into HR Direct and navigate to Main Menu, Manager Self-Service, Time Management, Approve Time and Exceptions, Payable Time and approve the time no later than the end of business day.

If you have any questions contact Human Resources at 617-287-5150.
www.umb.edu/hr

- This email reminder sends to the approvers on Wednesday of the pay week. The supervisor may have approved time for his/her employee for both weeks, but, if the employee or timekeeper have made any time entry adjustments afterward (most likely happens on the payroll Monday). The approver can no longer approve time in HRDirect because the payroll has been run and completed for that pay period. The approver is now directed to

Action Required: System Time Approval Needed

You have unapproved payroll time paid to your employee/s that requires your confirmation.

Please follow the link below to SUMMIT where you can review and confirm time.

Time that remains unconfirmed for more than for 2 pay periods will cause a notification to be sent to your direct manager.

<https://prd.umass-summit.net/analytics>

- The following notification is sent to the time approver's supervisor to alert him/her that unapproved time needs action by his/her direct reports. This happens when time that remains unconfirmed for more than 2 pay periods.

Alert: Unapproved Time Needs Action by Your Direct Reports

Two or more pay periods have passed and one or more of your direct reports has unapproved time paid to their employees that requires confirmation.

This email notification will continue to be sent until this time is confirmed.

Please follow the link to SUMMIT for the details.

<https://prd.umass-summit.net/analytics>



MANAGE SYSTEM APPROVED TIME (MSAT) A Quick Reference Guide

Log-in to **SUMMIT DASHBOARD**

Step	Action
1.	Go to www.umb.edu/hr
2.	Click on SUMMIT Dashboard



Navigate to **“Business Intelligence”** then click on
• **Summit**

University Information Technology Services

[Overview](#)
[Services](#)
[Secure Computing](#)
[Connect To](#)
[About Us](#)

Connect To

The Connect to page provides University employees with access to key shared service applications. Any applications that are not shared across all five campuses and the President's Office have one or more campus initials next to them denoting which campuses utilize the service (Legend: A = Amherst, B = Boston, D = Dartmouth, L = Lowell, M = Medical School, P = President's Office).

Business Intelligence

- [Summit](#)
- [Cognos](#) - Cognos will be retired on 12/31/2016

Finance

- [Finance Production](#)
- [Finance Reporting](#)
- [Finance Daily Status Report / Subscribe](#)
- [Effort Certification](#)
- [UMass BuyWays](#)

Student Administration

- [Student System \(B,D,L\)](#)
- [Student Daily Status Report / Subscribe](#)
- [Document Imaging WebNow \(B,D,L\)](#)
- [Sunopsis \(B,D,L\)](#)

Operational/Project Tools

- [Chartfield Lookup](#)
- [Citrix Web Desktop](#)
- [Confluence \(UITS\)](#)
- [Stat Web Client](#)



MANAGE SYSTEM APPROVED TIME (MSAT)

A Quick Reference Guide

Secure Access Login

Login

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

This process is to replace the UMTL706 report for the HR Batch approved time. By confirming the time in the Summit dashboard you acknowledge that you reviewed the time.

Confirming Time

Managers with system approved time will receive a system generated email that includes a link directing them to Summit where they will need to log in and navigate to the page to review and confirm time.

1. From the HCM: Department Admin dashboard, click on the Manager Action Items tab.
2. Review the time that is listed for each employee.
3. Confirm all time that is correct by changing the N to a Y in the Confirm column and click the Confirm button. Leave time that is not correct with a status of N and proceed to the next section.



If System Approved Time is not correct

1. If the system approved time is not correct and you need to make an adjustment, select Adjustment Document from the Select Adjustment Document or Confirm Time drop down.
2. This will display the time that was system approved and will add an additional row below it to identify the new time reporting code (TRC) and hours. [Print](#) the document as a PDF, write in your changes and sign. Send the adjustment document to Human Resources Department.
3. You will now need to confirm the system approved time following the steps above.

HCM: Department Admin | Home | Dashboards | Signed In As: Hilary Clark 10152088
 Manager Action Items | Leave Accrual | Employee Roster | Personnel Transaction | Encumbrance Expiration | Bi-Weekly Ad Comp | Expected End Date | Time and Labor | Payroll Register

Action Items for Clark, Hilary M - 10152088

Confirm System Approved Time

Select Approval Group: ☒ Direct Reports, ☐ Indirect Reports, ☐ Delegated Approver

If System Approved Time requires an adjustment then:
 1. Select the adjustment view below and follow the instructions.
 2. Select the confirm time view and follow the instructions.

Select Adjustment Document or Confirm Time: Confirm Time

Confirm System Approved Time
 Change Confirm from N to Y. Click Confirm to save changes

Manager Name Emplid: Clark, Hilary M - 10152088 | Pay Period End Date: 2016-04-16

HR Dept: L250125 - Human Resources & EOO

Confirm	Person Name ID	Empl Rod	Week End Date	TRC ID	TRC	Total Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
N	Sullivan, Melissa - 10024002	0	2016-04-09	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	
			2016-04-16	H	REG	36.50		7.50	7.50	7.50	6.50		
					VAC	1.00						1.00	
N	Martin, Annmarie D - 10149545	0	2016-04-09	H	REG	30.00			7.50	7.50	7.50	7.50	
					SIC	7.50		7.50					
			2016-04-16	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	
N	Hudon, Mary C. - 10191739	0	2016-04-09	H	REG	36.50			7.50	6.50	7.50	7.50	
					SIC	1.00			1.00				
			2016-04-16	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	

Confirm | Undo

* indicates Date Under Report for Adjustments
 ** indicates Date Under Report for Record-Only Adjustments

Summary: Time Requiring Confirmation

Click On Pay Period End Date to change manager or pay period in report at right

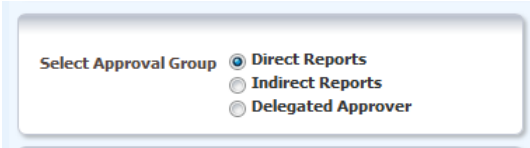
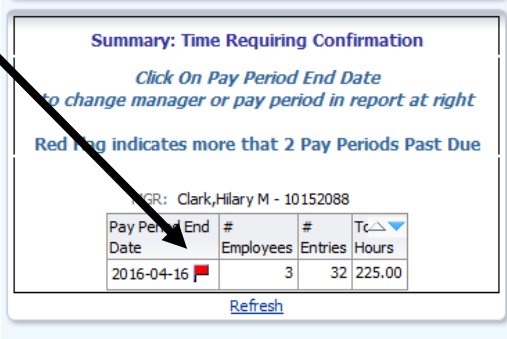
Red Flag indicates more than 2 Pay Periods Past Due

MGR: Clark, Hilary M - 10152088

Pay Period End Date	# Employees	# Entries	Total Hours
2016-04-16	3	32	225.00

Refresh

Things to notice:

Select Approval Group (Upper left corner)	Summary: Time Requiring Confirmation								
<ol style="list-style-type: none"> 1. Direct Reports – will display system approved time for employees that report directly to you. 2. Indirect Reports – will display system approved time for employees that report to one of your direct reports. You may have options under the Manager Name EmplID drop down if you have more than one direct report. 3. Delegated Approver – will display system approved time for employees that report to managers you are a delegated approver for. You may have options under the Manager Name EmplID drop down if you are delegate for more than one manager. <p>Toggle between your choices.</p> 	<p>This report will display all of the pay periods that there is System Approved Time needing confirmation. You may double click on the Pay Period End Date in this section to display the details in the Adjustment Document or Confirm Time report.</p> <p>A red flag indicates that the time is more than two pay periods past due for confirming time.</p>  <p>When you switch between groups you will need to click Refresh below the Summary.</p> <p>Best practice is to work from the top of this report to the bottom.</p>								
<h3>Select Adjustment Document or Confirm Time</h3>									
<p>Here is where you can select the action you need to take. If all of the time is correct.</p> <p>Select Confirm Time</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> Select Adjustment Document or Confirm Time Confirm Time ▼ </div> <div style="border: 1px solid blue; padding: 5px; display: inline-block; margin-top: 10px;"> Confirm time by changing the N to Y </div> <div style="margin-top: 20px;"> <p>Key Buttons</p> <ul style="list-style-type: none"> ❖ Confirm: Use the confirm button to post the confirmation. ❖ Undo: You can use the Undo button to reset your Confirm values back to N </div>									
<div style="text-align: right;">HR Dept L250125 - Human Resources & EO</div> <table border="1"> <thead> <tr> <th>Confirm</th> <th>Person Name ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Sullivan, Melissa - 10024002</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Martin, Annmarie D - 10149545</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Hudon, Mary C. - 10191739</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Confirm"/> <input type="button" value="Undo"/> </div>		Confirm	Person Name ID	<input type="checkbox"/>	Sullivan, Melissa - 10024002	<input type="checkbox"/>	Martin, Annmarie D - 10149545	<input type="checkbox"/>	Hudon, Mary C. - 10191739
Confirm	Person Name ID								
<input type="checkbox"/>	Sullivan, Melissa - 10024002								
<input type="checkbox"/>	Martin, Annmarie D - 10149545								
<input type="checkbox"/>	Hudon, Mary C. - 10191739								

SCREENSHOT EXAMPLE:

HCM: Department Admin

Home | Dashboards | Signed In As: Gina Chan 10015999

Manager Action Items | Leave Accrual | Employees Roster | Personnel Transaction | Encumbrance Expiration | Bi-Weekly Ad Comp | Expected End Date | Time and Labor | Payroll Register

Action Items for []

Confirm System Approved Time

Select Approval Group: * Delegated Approver

Select Delegated TL Group

TL Group ID: B0001

Summary: Time Requiring Confirmation

Click On Pay Period End Date to change manager or pay period in report at right

Red Flag indicates more than 2 Pay Periods Past Due

TL Group ID: B0001

HGR: Duffy, Alice M - 10089543

Pay Period End Date	# Employees	Total Hours
2016-08-20	2	22.50
2016-09-03	1	31.50
2016-09-17	1	17.50

HGR: Hugin, Christopher DL - 10005146

Pay Period End Date	# Employees	Total Hours
2016-08-06	10	648.00
2016-09-03	10	660.00
2016-09-17	10	690.00

HGR: Meekhan, Martin T - 10096858

Pay Period End Date	# Employees	Total Hours
2016-07-23	1	80.00
2016-08-06	1	80.00
2016-08-20	1	80.00
2016-09-03	1	80.00
2016-09-17	1	80.00

HGR: Hottel, James Keith - 10053784

Pay Period End Date	# Employees	Total Hours
2016-08-06	3	240.00
2016-09-03	3	240.00

Confirm and/or Adjust System Approved Time

If System Approved Time requires an adjustment then:
1. Select the adjustment view below and follow the instructions.
2. Select the confirm time view and follow the instructions.

Select Adjustment Document or Confirm Time: Confirm Time

Confirm System Approved Adjustment Document

Change Confirm Form N to Y. Click Confirm to save changes.

TL Group ID: B0001 Manager Name: Englel Pay Period End Date: 2016-09-17

Confirm	Person Name ID	Empl Rcd	Week End Date	TRC ID	TRC	Total Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
N	[]	0	2016-09-17 M	STVSH		17.50			3.00	2.00	5.00	7.50	

Confirm Links

* Indicates Date Under Report for Adjustments
** Indicates Date Under Report for Record-Only Adjustments

Refresh Print

NOTE: Once you click Confirm and the process completes that time is no longer pending confirmation and will not appear here.

Select Adjustment Document – adds an additional row to the grid and gives you the option to Print or Export

Select Adjustment Document or Confirm Time Adjustment Document ▼

where you can then make notations and send the document to your campus payroll office.

- Pay Period End Date – lists only pay periods where there is system approved time that needs to be confirmed.
- Manager Name EmplID – the manager's listed in the drop down have employees with system approved time that needs to be confirmed.

Summary: Time Requiring Confirmation

Click On Pay Period End Date to change manager or pay period in report at right

Red Flag indicates more that 2 Pay Periods Past Due

MGR: Sullivan, Melissa - 10024002

Pay Period End Date	# Employees	# Entries	Total Hours
2016-04-02	1	1	7.50
2016-04-16	1	3	0.00
2016-04-30	1	2	0.00
2016-05-28	2	6	15.00

[Refresh](#) - [Print](#) - [Export](#)

Select Adjustment Document or Confirm Time Confirm Time ▼

Confirm System Approved Time
Change Confirm from N to Y. Click Confirm to save changes

Manager Name EmplID Sullivan, Melissa - 10024002 ▼ Pay Period End Date 2016-04-02 ▼

HR Dept L250125 - Human Resources & EOO

Confirm	Person Name ID	Empl Rcd	Week End Date	TRC ID	TRC	Total Hours	Sun	Mon	Tue	Wed	Th
N	Sann, Vanntha - 10106073	0	2016-03-26	H	REG	7.50					

[Confirm](#) [Undo](#)

NOTE: Ideally time should be approved by the deadline in HR Direct. If time has not been approved, it will appear in this Summit dashboard. For the first two pay periods the employees' direct manager will be notified by email that there is system approved time that needs to be confirmed. After two pay periods the managers' manager will also be notified. Notifications will go out until the time has been confirmed.

Confirm and/or Adjust System Approved Time

If System Approved Time requires an adjustment then
 1. Select the adjustment view below and follow the instructions.
 2. Select the confirm time view and follow the instructions.

Select Adjustment Document or Confirm Time Adjustment Document ▼

Step 1

Download or Print this Report to submit adjustments to Paid Time

Enter Adjustments: Enter the correct time for the day of the week in this row.

Enter Code: Enter a new TRC Code, if needed, under the correct day of the week in this row.

New Total: Compute the totals after the adjustments.

Once adjustment steps have been taken, select confirm time view and follow instructions.

TL Group ID B0001 ▼

Manager Name Emplid

Pay Period End Date 2016-08-20 ▼

HR Dept: B000100 - Chancellor's Office

Person Name ID	Empl Rcd	Week End Date	TRC	TL Hours							Total
				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input type="text"/>	0	2016-08-20	STYSH		7.50		7.50		7.50		22.50
			Enter Adjustments								
			Enter Code:								
			New Total:								

HR Dept: B019200 - Univ Events and Ceremonies

Person Name ID	Empl Rcd	Week End Date	TRC	TL Hours							Total
				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input type="text"/>	0	2016-08-20	REG						(3.00)		(3.00)
			Enter Adjustments						(3.00)		(3.00)
			SIC						3.00		3.00
			Enter Adjustments								
			Enter Code:								
			New Total:								

This is where you would add the correction and TRC, if needed.

Approver Signature: _____

Date/Time: _____

[Refresh](#) - [Print](#)

Step 2

Step 1. If the time looks inaccurate, click on the drop down and select “Adjust Document”.



When you select Adjustment Document – adds an additional rows to the grid (enter Adjustment(s) to time and TRC (Time Reporting Code), if needed)

Step: 2. Click “Print”, make corrections to the time, sign (Approver Signature) and date on the form and send to HR.

Note: You cannot electronically make changes or sign the form.

FAQ: The dashboard doesn't seem to respond.

Summit dashboards perform a lot of work behind the scenes, but there are ways to tell if the dashboard is busy working.

On this dashboard page the most common indication is in the upper right of the dashboard next to 'Sign out'		This means all done.
		This means busy working.

Other symbols are a spinning circle in place of the cursor arrow or a spinning clock. This can be an OBIEE Issue or it is also a common reported web browser event.

If you have any problems with the system or technical questions please contact HRTraining@umb.edu.

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	20	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	17	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

▶ Pay Period Begins

◀ 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	20	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	17	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					

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