

## Time and Labor Self Service Pilot Sneak Peek A Glimpse at the Timesheet

### Sneak Peek... The Timesheet

#### Reporting Time: Your Online Timesheet

Now you can report your time online through a weekly timesheet.

Use the Timesheet to report time for a day, week, or time period.

#### View By

Allows you to view time by Day, Week, or Time period.

#### Date

Change the date field to see time for a specific date.

#### Refresh button

Click the refresh button to update a timesheet view once you have changed the date field.



#### Learn More about Your Timesheet!

HR Direct has created tutorials for all Time and Labor Employee Self Service features in the UMass Productivity Kit. The online tutorials are waiting for you. Check out the Time and Labor for Central HR tutorials, including "Reporting Time Using a Timesheet" now: [HR Direct Training](#)

#### Timesheet Tab

Report your time in the timesheet tab. For example, you can report 4 hours of regular time and 4 hours of vacation time for one day. Just separate the different types of time on separate rows. How does the system tell the difference? With the Time Reporting Code dropdown list.

#### Time Reporting Code dropdown list

The Time Reporting Code is used to identify the type of time you are reporting on a row (i.e. "REG – Regular Pay", "SIC – Sick Time", etc.).

Submit

The Submit button allows you to submit all updated time. Once your timesheet is submitted, you receive a Submit Confirmation message.

The submitted time goes to your manager for approval.

**ATTENTION:** THIS FUNCTIONALITY IS ONLY AVAILABLE TO FIVE (5) LOWELL DEPARTMENTS AT GO-LIVE (MAY 2009). MORE OFFICES WILL BE ADDED THROUGHOUT THE YEAR.