



UML 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 shows the 'Employee Self Service' menu at the top of the HR Direct interface. Below the menu is a grid of nine tiles. The tiles are: Payroll (with 'Last Pay Date 05/03/2019'), Direct Deposit, W-2/W-2c Consent, W-4 Tax Information (with 'FED TAXES' icon), M-4 (MA State) Tax Information (with 'MA TAXES' icon), View W-2/W-2c Forms, Daily Time Entry (with a calendar and clock icon), Personal Details, and Weekly Time Entry (with a person and clock icon). Red arrows point to the 'Employee Self Service' menu, the 'Daily Time Entry' tile, and the 'Weekly Time Entry' tile. Callout boxes provide additional context: 'Employee Self Service selection from drop down menu.' points to the menu; 'New Daily Time Entry tile.' points to the Daily Time Entry tile; and 'New Weekly Time Entry tile.' points to the Weekly Time Entry tile.

