Guide for Reporting time in a Reported timesheet

The following information is designed for employees who use a Reported timesheet to report time by entering a quantity of hours for days worked.

Reporting Regular Time

Important Reminders:

- Regular time is defined as hours worked.
- You can report time up to 42 days in advance not including the current pay period by selecting on the **NEXT WEEK** link located above your timesheet and reporting leave in the appropriate time period.
- You can adjust time up to 15 days in the past by selecting the **PREVIOUS WEEK** link located above your timesheet and reporting leave in the appropriate time period. This is referred to as a **PRIOR PAY PERIOD ADJUSTMENT.**
- The deadline for time reporting is each Thursday at 5:00PM.
- If your Agency is supported by the MassHR Employee Service Center (ESC), contact the ESC for assistance with reporting regular time. If your Agency is not supported by the ESC, please contact your Agency Human Resources/Payroll Department.

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Employee Self-Service homepage, select the **TIMESHEET** tile.
3.	You will arrive at the **TIMESHEET** page.
4.	Review your pre-populated schedule for each day of the week. Adjust your times as necessary. If you are an employee without a work schedule displayed on your timesheet, you will need to manually enter your time for each day.

5. Adjust regular hours in your timesheet as necessary.

6. If your timesheet is accurate, select the **SUBMIT** button.

7. The SUBMIT CONFIRMATION page will display. Select the **OK** button to certify your attendance record.

8. Review your **REPORTED HOURS** and **SCHEDULED HOURS** information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.

9. Review the **REPORTED TIME STATUS** tab for accuracy.

10. Review the **REPORTED STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value is now NEEDS APPROVAL. After your manager/supervisor reviews and approves the time you submitted, the status will change to APPROVED.

11. Select the **SIGN OUT** link under the Action icon to log out of Employee Self-Service.

Reporting Excess Work Hours

Important Reminders:

- Some employees are set up by their Human Resources/Payroll Department to earn overtime, comp time, or unbudgeted (uncompensated) hours as a default when they report hours in excess of their schedule.
- If you wish to report comp time earned and overtime hours in the same week, you will need to manually report your excess hours on the timesheet.
- Employees who are not eligible to earn comp time or overtime should check with their Agency HR/Payroll to find out whether to report excess hours worked.
- The deadline for time reporting is each Thursday at 5:00PM.
- Please consult your HR/Payroll Department to ensure the correct Comp Time and Overtime calculations, based on specific contract bargaining agreements.

Reporting Leave

Important Reminders:

- Regular time is defined as hours worked.
- Follow your Agency's practice for reporting leave (i.e., pre-approval, etc). If you have questions regarding your Agency's leave usage practices, please contact your Agency human resources/payroll office.
- Each row of time reporting information is tied to a unique time reporting code.
- You can report time up to 42 days in advance by selecting on the **NEXT WEEK** link located above your timesheet and reporting leave in the appropriate time period.
- You can adjust time up to 15 days in the past by selecting the **PREVIOUS WEEK** link located above your timesheet and reporting leave in the appropriate time period. This is referred to as a **PRIOR PAY PERIOD ADJUSTMENT.**
- The deadline for time reporting is each Thursday at 5:00PM.
- Remember to review your leave in the **LEAVE /COMPENSATORY TIME BALANCES** table to ensure you have enough leave to cover your time away from work.

Reporting Leave

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Employee Self-Service homepage, select the **TIMESHEET** tile.
3.	Your timesheet will be displayed, pre-populated with your regular work schedule.
4.	Next, in the **TRC** column, select the magnifying glass icon in the row for each day you wish to take leave. This will display the LOOK UP TRC table. Scroll through the table and select the time reporting code you wish to use. Repeat this step for each day you are using leave. **An Important Reminder:** Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and re-approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.

5. If your timesheet is accurate, select the **SUBMIT** button.

6. The SUBMIT CONFIRMATION page will display. Select the **OK** button on this page to certify your attendance record.

7. Review your **REPORTED HOURS** and **SCHEDULED HOURS** information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.

8. Select the **SUMMARY** tab to review the **REPORTED TIME SUMMARY** table for accuracy.

9. Review the **REPORTED STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews and approves the time you submitted, the status will change to **APPROVED**.

10. Review the **LEAVE /COMPENSATORY TIME** tab. Notice that your **COMP TIME, PERSONAL, SICK**, or **VACATION** balance has been reduced by the amount of leave reported in your timesheet.

11. Select the **SIGN OUT** link under the Action icon to log out of Employee Self-Service.