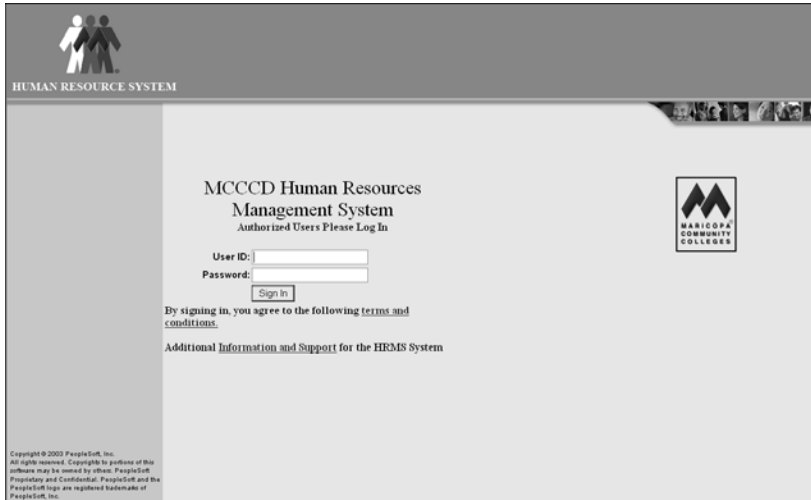


Human Resources Management System Time Reporting for Board Approved Employees

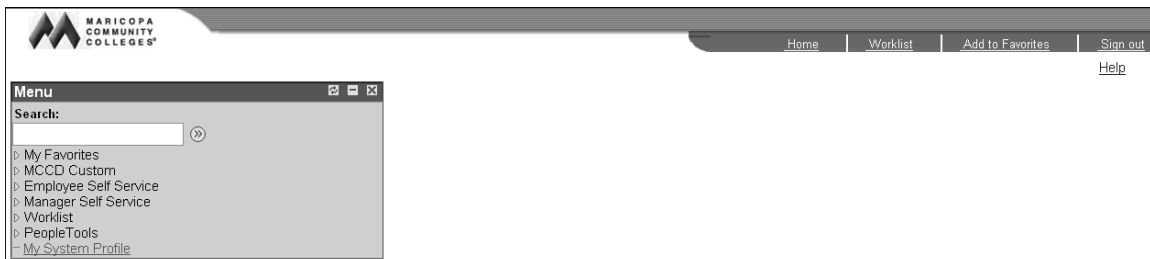
Sign in to HRMS

1. Start Internet Explorer.
2. In the Address field, enter <http://www.maricopa.edu/hrms>.
3. At the HRMS login screen, in the User ID field, enter your Enterprise ID.



The screenshot shows the login page for the MCCC Human Resources Management System. At the top left, there is a logo of three stylized figures and the text "HUMAN RESOURCE SYSTEM". The main heading is "MCCC Human Resources Management System" with the subtext "Authorized Users Please Log In". Below this, there are input fields for "User ID:" and "Password:", followed by a "Sign In" button. A small Maricopa Community Colleges logo is on the right. Below the login fields, there is a link for "Additional Information and Support for the HRMS System". At the bottom left, there is a small copyright notice for PeopleSoft, Inc. from 2003.

4. In the Password field, enter your MEMO password.
5. Press Enter or click the Sign In button.
 - Your HRMS Self-Service menu displays:



The screenshot shows the HRMS Self-Service menu. At the top, there is a navigation bar with links for "Home", "Worklist", "Add to Favorites", "Sign out", and "Help". The main menu is titled "Menu" and includes a search field. The menu items are: "My Favorites", "MCCD Custom", "Employee Self Service", "Manager Self Service", "Worklist", "PeopleTools", and "My System Profile".

6. From the Menu, select the path:
Employee Self Service >> Time Reporting >> Report Time/Punch Webclock.
 - The Time and Labor Time Reporting page displays.
 - If you have multiple jobs in Maricopa, a list of your jobs displays. Click on your name link for the job for which you are reporting time.



Reporting Time

To minimize the Menu, click the minimize button. (This gives you more screen space.)

The screenshot shows the reporting time interface for Susan Jones. The menu is open, showing options like 'Report Time / Punch Web Clock'. The 'Time Reporting Code' dropdown is set to 'SCK'. The 'Week Beginning' is 08/11/2007. The 'Deadline for Reporting Time for this Period' is 08/25/2007 12:00PM. The interface includes a table for reporting time by day and a 'SUBMIT TIME' button.

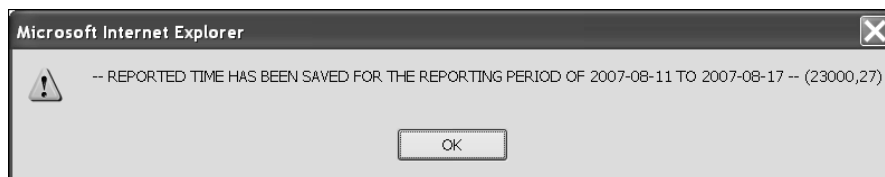
1. In the Time Reporting Code field, click the drop-down menu and select the appropriate time reporting code.

- This action “opens” the fields in which to report your hours.

Time Reporting Code	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	-- Total --
<input type="button" value="DELETE LINE"/> Sick - SCK								0.00
<input type="button" value="ADD LINE"/>								<input type="button" value="SUBMIT TIME"/>

- If you need to report time in a future week, click the Right Arrow in the Week Beginning field above until you get to the correct week.
- If the week is too far into the future, click the Magnifying Glass next to the current date week to access a list of payroll periods. Click the correct payroll period, and proceed with steps below.

2. Click in the correct date field.
3. Enter the number of hours.
4. If necessary, click the Add Line button to add new lines for each reporting code.
5. After entering your time, click the Submit Time button.



6. Click OK to acknowledge entering your time.



Modifying, Adding, or Deleting Time Reported

Employees can make time reporting changes in HRMS **prior to** the employee deadline. Managers can make the same changes **prior to** the manager deadline. Changes may include changing the number of hours, changing the type of reporting code, and adding or deleting time.

Note: Keep in mind that changes can only be made prior to the system deadlines!

1. Log in to HRMS and access the Time and Labor Time Reporting Page.
(See pages 1 and 2 of this handout.)
2. At the Time Reporting page, use the directional Week Beginning arrows to select the appropriate Week Beginning date.
 - ❖ If the week is too far into the future, click the Magnifying Glass next to the current date week in the Week Beginning field to access a list of payroll periods. Click the correct payroll period, and proceed with steps below.

To modify time:

1. Click in the appropriate date field.
2. Delete the old information.
3. Enter the new information.
4. Click the Submit button.
5. Click OK.

To add a time reporting code:

1. Click the Add Line button.
2. In the Time Reporting Code field, click the down arrow and select the correct code.
3. Click in the appropriate date field.
4. Enter the hours.
5. Click the Submit button.
6. Click OK.

To delete a time reporting code:

1. Click the Delete Line button.
2. Click the Submit button.
3. Click OK.

To change a time reporting code:

- You can't. Instead, you have to delete the incorrect code, and add the correct one. Follow the steps above.

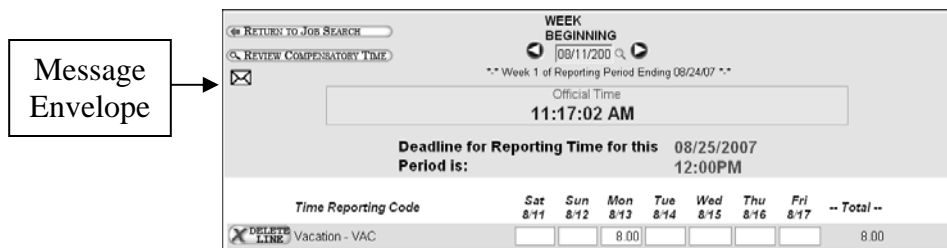


Read or Send a Message

The Message Board is a two-way communication system between you and your supervisor. It's a great way to leave notes and messages regarding time entered.

This Message Board is completely contained within HRMS. It does not interface with the Maricopa MEMO (email) system. You will not receive any notification in your email account that you have a message waiting in HRMS. All messages sent using the Message Board can only be viewed within HRMS.

- ❖ If your supervisor has left you a message, there will be a red dot on the envelope in the upper-left area of your Time Reporting page.



To read a new, unread message:

1. Click the message envelope with the red dot. (If the envelope does not have a dot, there are no new messages.)
 - The Message Board opens at the bottom of your screen.
2. Scroll down to the Message Board and read your message.



To reply to a message:

1. After reading the message, click in the Message field (the yellow text box).
2. Enter your reply.
3. Click the Post Message button.

To send a message:

1. Click the message envelope.
2. Scroll down to the Message Board.
3. Click in the Message field (the yellow text box).
4. Enter your message.
5. Click the Post Message button.

To Sign Out of HRMS: in the top right corner of your screen, click Sign Out.

