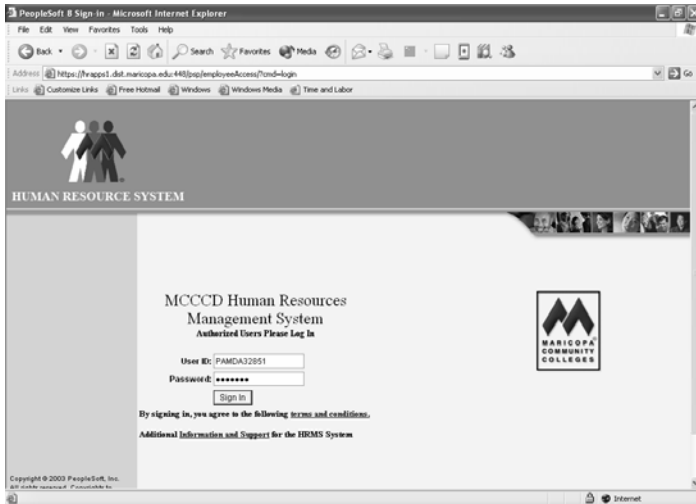


Human Resources Management System Time Reporting Quick Reference Guide Board Approved Employees

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, enter your Enterprise ID in the User ID field.



4. In the Password field, enter your MEMO password.
5. Click the Sign In button.

Reporting Absence/Exception Time

1. From the Menu, select the path Employee Self Service >> Time Reporting >> Report Time/Punch Webclock.
2. At the Time Reporting Code field drop-down menu., select the appropriate time reporting code.

Time Reporting Code	Sat 12/16	Sun 12/17	Mon 12/18	Tue 12/19	Wed 12/20	Thu 12/21	Fri 12/22	-- Total --
Vacation-VAC								0.00

Time Reported for Other Jobs This Week									
Total Time Reported for all Jobs This Reporting Period									
Week 1	Time Reporting Code	12/16	12/17	12/18	12/19	12/20	12/21	12/22	-- Total --
									0.00
									0.00
Week 2	Time Reporting Code	12/23	12/24	12/25	12/26	12/27	12/28	12/29	-- Total --
									0.00
									0.00

- If an employee has multiple jobs, the Report Time Exceptions and Punch Time Clock page will display a list. Select the appropriate job by clicking on the employee name link.

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Reporting Absence/Exception Time (continued)

3. Enter the appropriate number of hours on the specific day of the reporting period.
 4. If necessary, add a new line for each reporting code.
 5. Click the Submit Time Button, then click OK.
- If you need to report time for an additional week in the same payroll reporting period, use the right arrow keys to select the appropriate week, then repeat steps 2 – 5.
 - If you have multiple jobs, click the Return to Job Search button to select the next job.


Modifying or Deleting Absence/Exception Time

*The employee can make changes to the number of hours charged to a time reporting code or add and delete a time reporting code in HRMS **prior to** the employee deadline. The manager can make the same changes **prior to** the manager deadline.*

1. At the Report Time page, select the appropriate Week Beginning date (current or future).
 - **To modify a field** – Enter the appropriate information in the respective field.
 - **To add a time reporting code** – Click the Add Line button, then enter the appropriate information in the respective field(s).
 - **To delete a time reporting code** – Click the Delete Line button.
2. Click the Submit button.

Read/Send a Message

The Message Board 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.

1. Select the envelope  or the Open Message Board button to read a message.
2. At the Message field, enter the appropriate text, then click the Post Message button to send a message.

Sign Out of HRMS

1. At the top right corner, click Sign Out.
2. From the File menu, select Close.