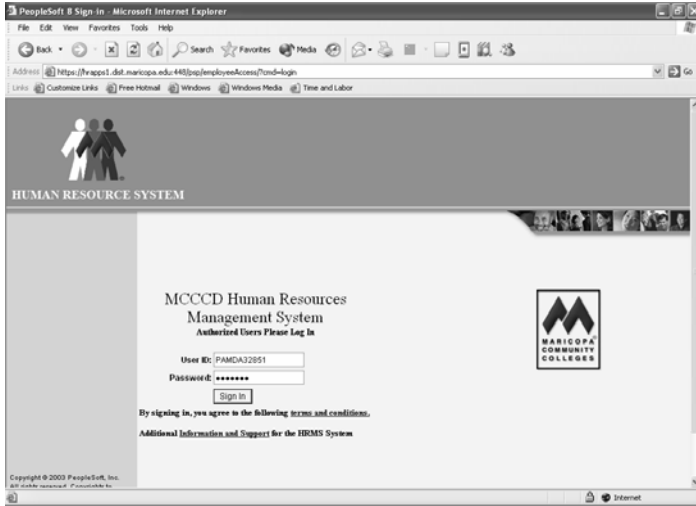


Human Resources Management System Time Reporting Quick Reference Guide Hourly Employees

Sign In to HRMS

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

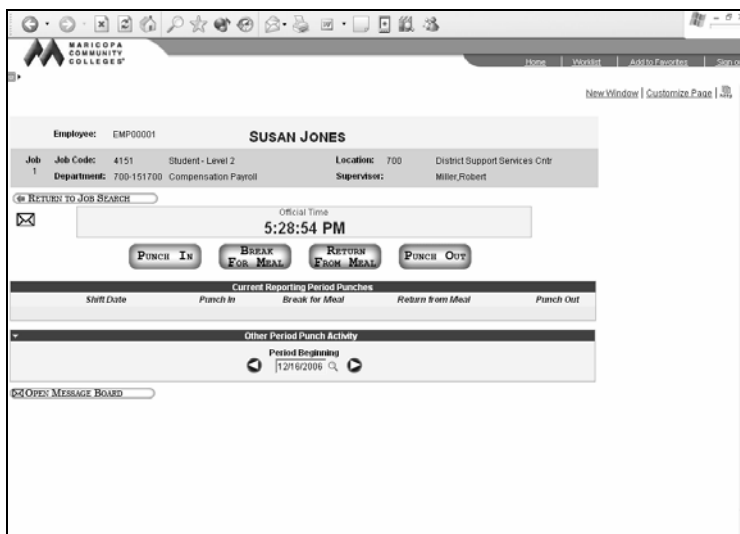


4. In the Password field, enter your MEMO password.
5. Click the Sign In button.

Reporting Punch Time

All hourly employees are required to punch in and punch out each day for each shift and lunch (if necessary).

1. From the Menu, select the path Employee Self Service >> Time Reporting >> Report Time/Punch Webclock.



- 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 Punch Time (continued)


2. At the Report Time Exceptions and Punch Time Clock page, select the appropriate button.
3. Click the Punch In Button, then sign out.
4. At the end of your shift, log in, then repeat steps 1 – 3.
5. Click the Punch Out Button, then sign out.
6. If you are entitled to a lunch break, log in, then repeat steps 1 – 3.
7. Click the Break for Meal Button, then sign out.
8. When you return from your lunch break, log in, then repeat steps 1 – 3.
9. Click the Return from Meal Button, then sign out.
10. At the end of your shift, log in, then repeat steps 1 – 3.
11. Click the Punch Out Button, then sign out.

Modifying or Deleting Punch Time

*The employee can not modify or delete a punch. The manager or another employee with manager access can make corrections within the current pay period in HRMS **before** the manager deadline. Hourly employees are encouraged to use the message board to notify your supervisor about any time reporting corrections in a timely manner.*

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.