Timesheet and Multi-Factor Security Information

The University utilizes the PHR (Payroll and Human Resources) System to maintain timesheet information, salary payments, as well as leave balances for employees. Each employee is required to complete a bi-weekly timesheet indicating time and days worked, holiday observances as applicable, as well as leave usage (annual, sick, or personal if applicable).

Each bi-weekly timesheet must be signed by the employee and approved by the supervisor at the end of each pay period. The pay period dates are shown on each timesheet to assist with submitting information in a timely manner. Please follow all instructions as indicate below for timesheet and duo authentication.

PHR Directory ID and Password Instructions to Set Up Timesheets

1. Go to the website **https://identity.umd.edu/id/newuser**.

2. The "Identity Verification" screen will appear. Enter the last five digits of your social security number, your date of birth and your last name. Click **"Verify ID"**.

3. The next screen is called the "ID Setup" screen. This screen will have a gray box on it that says (USE---as your University **Directory ID).** Write this ID down in the space provided because you will need it to log in later. (Write system generated ID here)⟶_____ . You will need to select "Yes" to follow acceptable use guidelines. Next you will need to select "ACCEPT_____ as my directory ID".

4. After you click "ACCEPT --- as my Directory Id" in step #3, you will be able to set up your password based on the guidelines on the password page. Enter a password in the first designated area as prompted and re-enter the password as requested. Use this space to write down the password ⟶_____. After the password has been designated, there will be a choice of three security questions to answer. Write down the answers to the questions in the event you forget your password.

Multi-Factor Authentication

To enroll in MFA (Multi-Factor Authentication), you can find instructions at the MFA webpage - select the link "Are You a New User?" or click on the following link - https://umd.service-now.com/itsc?id=kb_article&article=KB0010765#new_user. Once the screen opens, please select "MFA Profile" located in the second paragraph. When prompted, you will need to enter your timesheet Directory ID and Password. Employees may add an additional MFA backup option from the list provided within this document.

Access to the Multi-Factor Authentication (MFA) can be achieved by choosing one of the options below.

1. A smartphone or tablet with a specific app installed. You will need to download the DUO mobile app from the play store on your device. Open the link https://umd.service-now.com/itsc?id=kb_article&article=KB0010765 select the link "Are You a New User?" . Once the screen opens, please select "MFA Profile" located in the second paragraph. When prompted, you will need to enter your timesheet Directory ID and timesheet password. Follow the instructions and scan the barcode with your device when prompted. Once you review your mobile device and touch the "DUO" app on your phone, you will see six numbers appear. Once these numbers appear, follow the prompts on the screen. After you have successfully completed your registration, you may log out from the system.

2. A phone that can receive voice calls. This method may be used if you do not want to install the DUO mobile app on your phone. Additionally, You may use your office or home telephone number to enroll for this option. Please be near the phone in order to receive a call back confirming that the telephone number was not used by a robo-caller. The initial telephone number that you use is for authentication purposes only. You may use another telephone number when you are ready to use this option to obtain a code. The telephone number can be changed/updated on your profile page. Open the link https://umd.service-now.com/itsc?id=kb_article&article=KB0010765 select the link "Are You a New User?" . Once the screen opens, please select "MFA Profile" located in the second paragraph. When prompted, you will need to enter your timesheet Directory ID and timesheet password. Follow the instructions as prompted. After you have successfully completed your registration, you may log out from the system.

3. A hardware token. A hardware token may be purchased for $20. Please visit Bird Hall, Room 1108 for more information.

Instructions for Timesheet Completion

1. **Choose a timesheet access method**
   https://phr.umd.edu/phrtimeentrymenu/menu
   https://mycampus.umes.edu/group/mycampus/home

2. **Complete log in for timesheet authentication**
   Directory ID – Use the directory id that you normally use to log onto the timesheet system.

   Password – use the same password that you initially set-up for your timesheets.

3. **Choose a multi-factor authentication method**
   After entering your Directory ID and your Password, the DUO Authentication screen will appear requesting you to select an authentication method. Your choices will be based upon the devices (phone or tablet) as well as telephone numbers you have enrolled during the initial multi-factor set up.

Authentication Method	Description
Send Me a Push	Pushes a login request to your phone or tablet (if you have the Duo Mobile App installed and activated on your iOS, Android, or Windows Phone device). Just review the request and tap "Approve" to log in.
Call Me	Authenticate via phone call-back. You will receive a phone call at the telephone number you registered. During the phone call, you will be instructed to press a number on your phone for authentication purposes. The authentication will log you directly into your timesheet.
Enter a Passcode	Use the 6 digit passcode generated from the Duo Mobile app on your phone or tablet. Access the **DUO** mobile app on your phone or tablet. You will be given a 6 digit passcode to be inserted in the appropriate box "enter a passcode"; or use 6 digit code generated by your hardware token at the press of a button;

After a MFA code has been generated for you to use in the appropriate box, that code can only be used during that transaction. If you log out, you will need a new code. If you will be entering time or notes on your timesheet more than once a day, you may select the box "remember me for 24 hours".

4. **Complete/approve timesheets.**
   Employees should complete and supervisors should approve timesheets for each pay period in order to avoid pay issues/pay delays.