

HRMS Time & Labor “Cheat Sheet” Adjunct/Temps/Student Workers

Information you will need to proceed with these instructions:

- Employee ID (Obtain from your Department secretary or HR Dept)
- Legal HR First and Last Name
- Date of Birth (DOB)
- 7 character Password (must have one Uppercase, one Lowercase and one Number)
- Zip Code
- Valid email address

1. Check the Maricopa Directory to verify if you name is already in the system.

2. <http://memo.maricopa.edu/addressbook.html>

- a) Type your last name
- b) If your name shows up, you will see the College your account is associated with. Contact that Colleges Helpdesk to reset your password and they will give you, your MEID.
- c) If you name does not show proceed with the directions.



If you have a Staff ID card, or Have registered for a Class at PV do these steps. Otherwise skip to the next section

1. Open SPAT Tool <https://eims.maricopa.edu/MAW/SPAT.html>

2. Select “[First Visit? Discover Your MEID And Set Your Password](#)”.

- a) Enter First and Last name and zip code (*The zip must match the information you have registered with at A&R*)
- b) Enter either SSN or DOB (*this info must match the information you have given A&R*)

3. Enter a password (7 characters at least one Uppercase and one lowercase and one Number)

4. Set a “Challenge Questions”.

Convert Blackboard/Student MEID to an Employee MEID.

1. Open EASe Tool <https://memo2.maricopa.edu/ease/ease.html>

2. Click “**Create Enterprise ID**” at the bottom of the page.

3. Select site Paradise Valley from drop down menu

4. Enter Employee ID (you might need to obtain this from HR)

- a) Enter – Soc Number, Legal (HR) Last Name and First Name, DOB, & email address (highly recommended).
- b) Enter the password you used in the SPAT tool.
- c) OR if you were not in SPAT you will create a new password.
- d) Click “Create Account” at bottom of the screen.

EASE Enterprise Account Setup

Fields marked with * are required

*Primary Site: Paradise Valley College

*Employee ID: 12121212

*Social Security Number: 123456789

*Legal Last Name: Lastname

*Legal First Name: Firstname

Legal Middle Name:

*DOB (MM-DD-YYYY): 01-01-1980

Email Address: name@name.com

Re-type Email Address: name@name.com

*Password: *****

*Re-type Password: *****

Note: Legal name must match the name given to Payroll.

Create Account Start Over

5. You will see a confirmation screen, verify the data is correct, Click “Confirm”.
6. You should see the EASE Account Created Successfully screen
7. You can now log in to HRMS to access your Time and Labor system

HRMS – Time and Labor System

1. Open HRMS login <https://hrapps1.dist.maricopa.edu:448/psp/employeeAccess/?cmd=login>
2. Enter your MEID name and Password
3. Select Employee Self Service
4. Select Time Reporting
5. Select Report Time/Punch Web Clock

RETURN TO JOB SEARCH

Official Time

PUNCH IN BREAK FOR MEAL RETURN FROM MEAL PUNCH OUT

Current Reporting Period Punches							
Day	Shift Date	Punch In	Break for Meal	Return from Meal	Punch Out	Shift Hours	Daily Hours
1	Monday	12/03/2007	12:30PM		6:28PM	6.00	6.00
2	Tuesday	12/04/2007	12:33PM		6:29PM	6.00	6.00
3	Wednesday	12/05/2007	12:38PM				0.00

6. When you clock-in select Punch IN
7. If you have a meal break select Meal Out otherwise select Punch OUT
8. Always make sure and log out of the system.