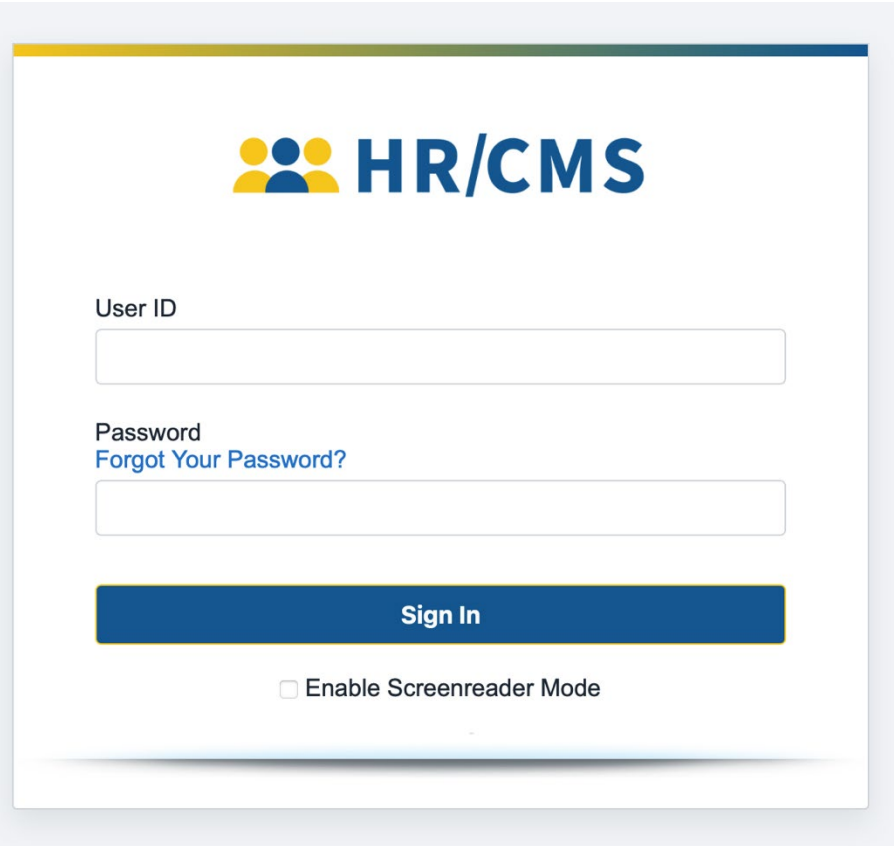


Self Service Time and Attendance (SSTA) Part-Time Employees

Step	Action
1.	There are two ways to log onto Self Service Time and Attendance (SSTA): <ol style="list-style-type: none"> 1) Go to the Bristol Community College website Click on “Faculty and Staff”, “Time and Attendance” , or 2) Go to www.mass.gov/massshr Click on “Login to Employee Self-Service to enter your time, view paystubs and more!”

2.	Log into SSTA using your Employee ID (Human Resources will provide) as the User ID and password.
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Employee ID: (6 digit – provided by HR or can be found on pay advice)

Initial Password: Upper Case first initial of first name, Lower case first initial last name, Employee ID (6 digit) plus last 4 digits of your Social Security Number.
The system will ask you to reset your password and select a security question to use if you forget your password and need to reset it

Passwords must be at least 10 characters and must contain one capital letter, one symbol and at least 1 number

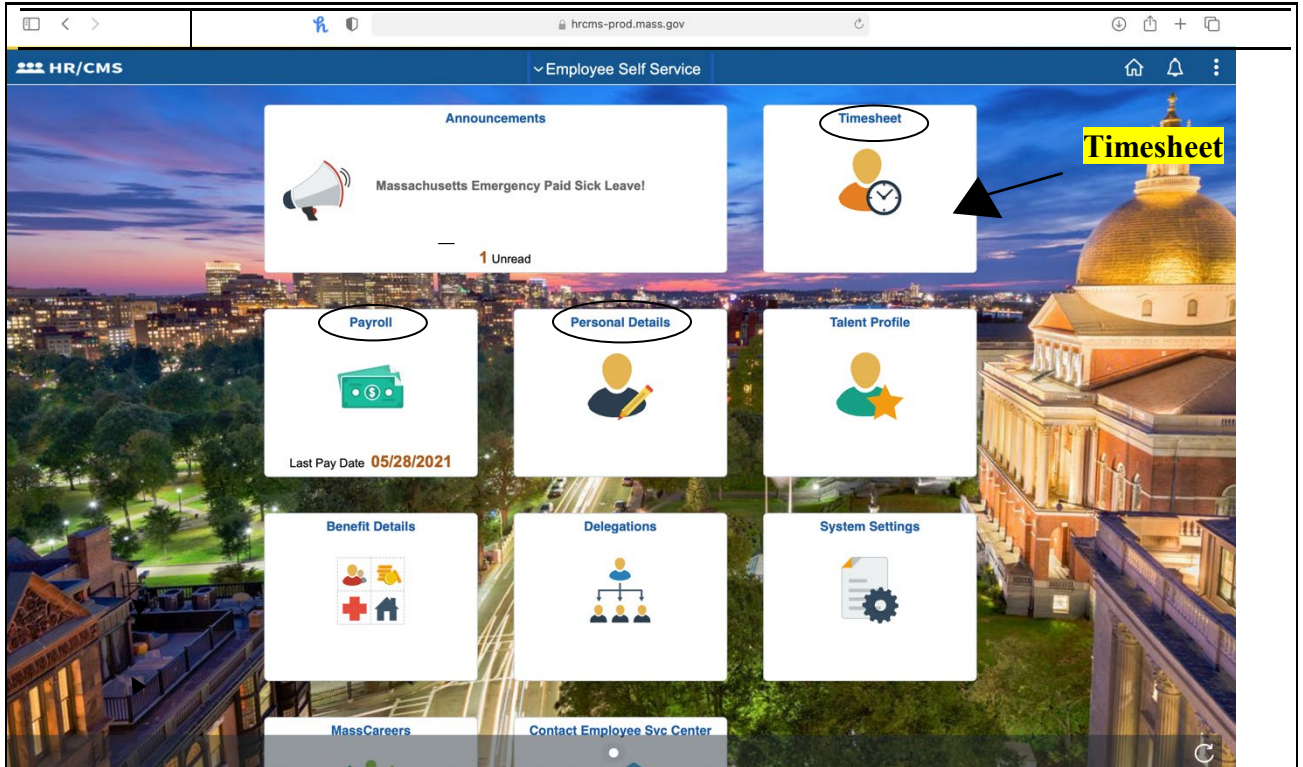
Passwords expire after 60 days (You will receive a warning 5 days in advance when logging in and be prompted to change it)

To ensure the security of your personal information, the Payroll Office will no longer reset a college employee password in the state’s Employee Self Service system over the phone or email.

To reset your password you will need to follow Step 1 above and click on “Forgot Your Password?”. This will prompt you to answer your security question. Once done, a temporary password will be emailed to your Bristol email address.

Please take a moment the next time you log in to the system to verify that your Bristol email address is in your profile (as preferred) and you are aware of and/or create your security question with an answer. Detailed instructions are on the next page.

Self Service Time and Attendance (SSTA) Part-Time Employees



3. On the Main Page, click on Timesheet. You can also view your Paychecks, W-2, and change your Direct Deposit (under “Payroll”) or update your Personal Information (under “Personal Details”) from this page.

Note: If you have multiple Bristol jobs, refer to step 4. If you do not, proceed to step 5.

4.

You will arrive on the **TIMESHEET SUMMARY** page, where all your SSTA jobs will be displayed.

1-2 of 2

Select Job

Job Title	Department ID	Department	Mail Drop ID	Name	Empl ID
Mang't, Bus Pro & Admin Servic	BRC9000	Bristol - Non-Benefitted Payrl	TS		
Mang't, Bus Pro & Admin Servic	BRC9000	Bristol - Non-Benefitted Payrl	TS		

Select the correct job for entering time.

5.

Once logged into your timesheet, enter your time for each day worked.

Approve Reported Time Timesheet

Mang't, Bus Pro & Admin Servic Empl Record 2

Actions Time Source Schedule Earliest Change Date 06/20/2021

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 06/06/2021 Next Job

Scheduled Hours 0.000 Reported Hours 8.000 Punch Timesheet

From Sunday 06/06/2021 to Saturday 06/12/2021

	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	TRC	Type	Short Description	Combination C
+ -		2.000	2.000			4.000		8.000				

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Submit button

Self Service Time and Attendance (SSTA) Part-Time Employees

6.	Note: if you have multiple funding sources, refer to step seven. If you do not, proceed to step eight.
7.	After entering hours worked in the blocks for one funding source, scroll over to and click the PLUS(+). A role will be added to your timesheet. Enter the hours worked each day for that funding source. Click on the magnifying glass to look up time reporting codes.
8.	Below the entered time, you will see the Submit button. Use this to route your timesheet for approval. If you want to “Save for Later”, you would click that button but the hours worked will not be sent to your approver until you click Submit.

To add a row, click the PLUS (+) sign

From Sunday 06/06/2021 to Saturday 06/12/2021

	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	TRC	Type
+	-	2.000	2.000			4.000		8.000	Q	
+	-								Q	

Save for Later Submit

Saturday 06/19/2021

Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	TRC	Type	Short Description	Combination Code
		4.000		4.000		8.000	Q			Q

Submit Submit button

Click on magnifying glass for a list of available funding sources to choose from.

8.	Once you click SUBMIT , a Certification message will pop up.
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Approve Reported Time Timesheet

Saving Page

Mang't, Bus Pro & Admin Servic Employee ID
Empl Record 2
Earliest Change Date 06/06/2021

Select Another Timesheet

*View By Week *Date 06/06/2021 Scheduled Hours 0.000 Reported Time

Employee Certification: (13500,30)
I certify that the information entered is accurate and complete.
OK

From Sunday 06/06/2021 to Saturday 06/12/2021

	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	TRC	Type	Short Description	Combination Code
+	-	2.000	2.000			4.000		8.000	Q			

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status

Self Service Time and Attendance (SSTA) Part-Time Employees

9. After you click “OK”, you will return to your timesheet.

The screenshot shows the 'Timesheet' interface for an employee. At the top, there are navigation options like 'Employee Self Service' and 'Timesheet'. Below that, there's a section for 'Select Another Timesheet' with a 'View By' dropdown set to 'Week' and a date of '06/13/2021'. It shows 'Scheduled Hours' as 0.000 and 'Reported Hours' as 8.000. There are links for 'Previous Week', 'Next Week', 'Next Job', and 'Punch Timesheet'. A 'Sign Out' button is circled in the top right corner.

Below the summary, there's a table for the week of 'From Sunday 06/13/2021 to Saturday 06/19/2021'. The table has columns for days of the week (Sun 6/13 to Sat 6/19), Total, TRC, Type, Short Description, and Combination C. The 'Total' is 8.000 and 'TRC' is 0.000.

There are buttons for 'Save for Later' and 'Submit'. A note says 'To review time accruals'. Below that, there are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time' (circled), 'Exceptions', and 'Payable Time'.

The 'Reported Time Status' section shows a table with columns: Date, Reported Status, Total, TRC, Description, Sched Hrs, and Comments. Two entries are shown, both with 'Needs Approval' status and '0.00' scheduled hours. The 'Needs Approval' text is circled in both rows.

At the bottom left, there is a link 'Return to Select Job'.

10. **You have successfully submitted your time!** You will see **NEEDS APPROVAL** until your time approver goes in and approves your submitted time. **Please review the next page if your need to make a change to your time.**

You can also view your leave accruals by clicking on the “Leave/Compensatory Time” tab.

11. Click on the **SIGN OUT** link to log out of SSTA.

Self Service Time and Attendance (SSTA) Part-Time Employees

Changing Time from Prior Pay Periods

Under no circumstances should employees be entering time from prior periods on a Sunday (unless they truly worked on a Sunday.) They should be entering prior hours under the day they actually worked.

If time needs to be changed, it should be done after the timesheet has been approved. PT employees shall make adjustments in SSTA by adding another row for the week they are changing hours; and will leave the existing approved row unchanged. If they need to reduce hours, they will enter negative hours under that particular day. Conversely, if they need to add hours, they will enter positive hours under that particular day.

NOTE: Employees should never use the 'minus' button to delete an entire row of hours.

Please call the Payroll office at extension 2166, 2529 or 3337 if you have any questions about this important process.

Self Service Time and Attendance (SSTA) Part-Time Employees

IMPORTANT!

Employees “certify” their hours entered in HR/CMS are correct by clicking “submit”. Given the SSTA time entry deadline, some days of the week are predicted hours. If the hours actually worked on those days are different than what was previously submitted, the time should be changed on the timesheet that week (if possible) or the next week as a prior period adjustment. Employees or supervisors who falsely underreport or over-report the weekly hours worked by themselves or others for which they are approving time in HR/CMS may be subject to discipline up to and including termination.*

* Commonwealth of Massachusetts Human Resources Division Time and Attendance Policy 10/23/12

Self Service Time and Attendance (SSTA) Part-Time Employees

REMINDERS

- Know your 6 digit Employee Number – It will always be your User ID
- If you have more than one position, be sure to put time into the correct job position
- **DO NOT ENTER ZEROS**
- Use no less than quarter hours for leave time
(15 minutes = .25; 30 minutes = .5; 45 minutes = .75)
- Know your department time entry deadlines and make sure your time is entered prior to the deadline
- Notify your time approver if you make any corrections to your time once it has been approved