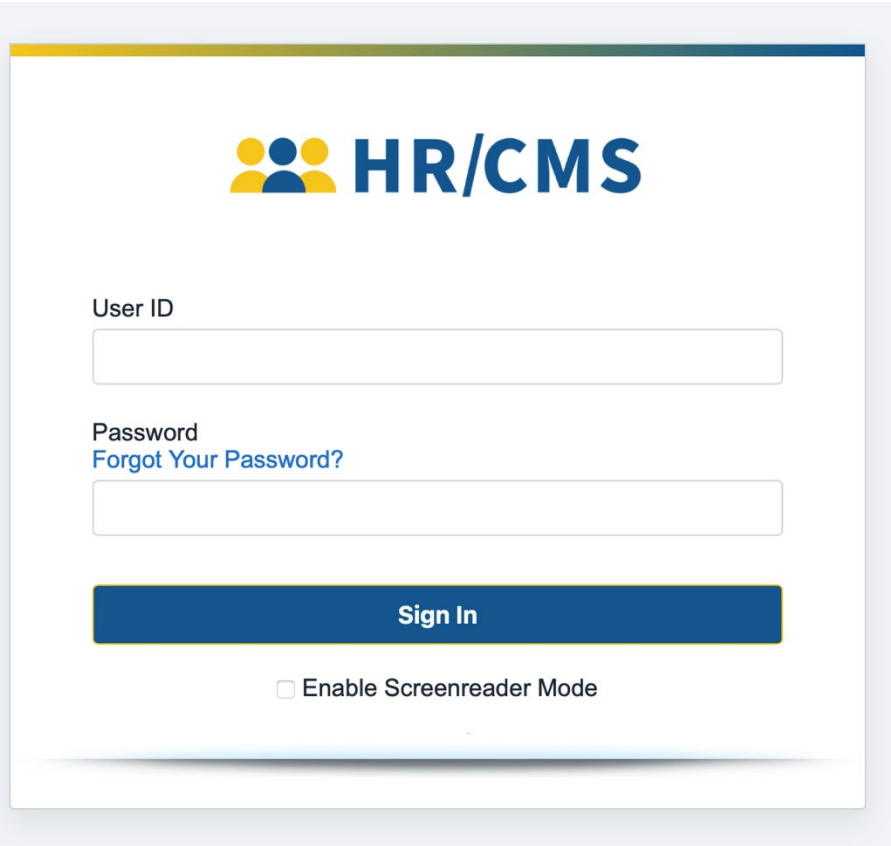


# Self Service Time and Attendance (SSTA) Benefitted Employees

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

2.	Log into SSTA using your Employee ID (Human Resources will provide) as the User ID and password.
----	--



**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*

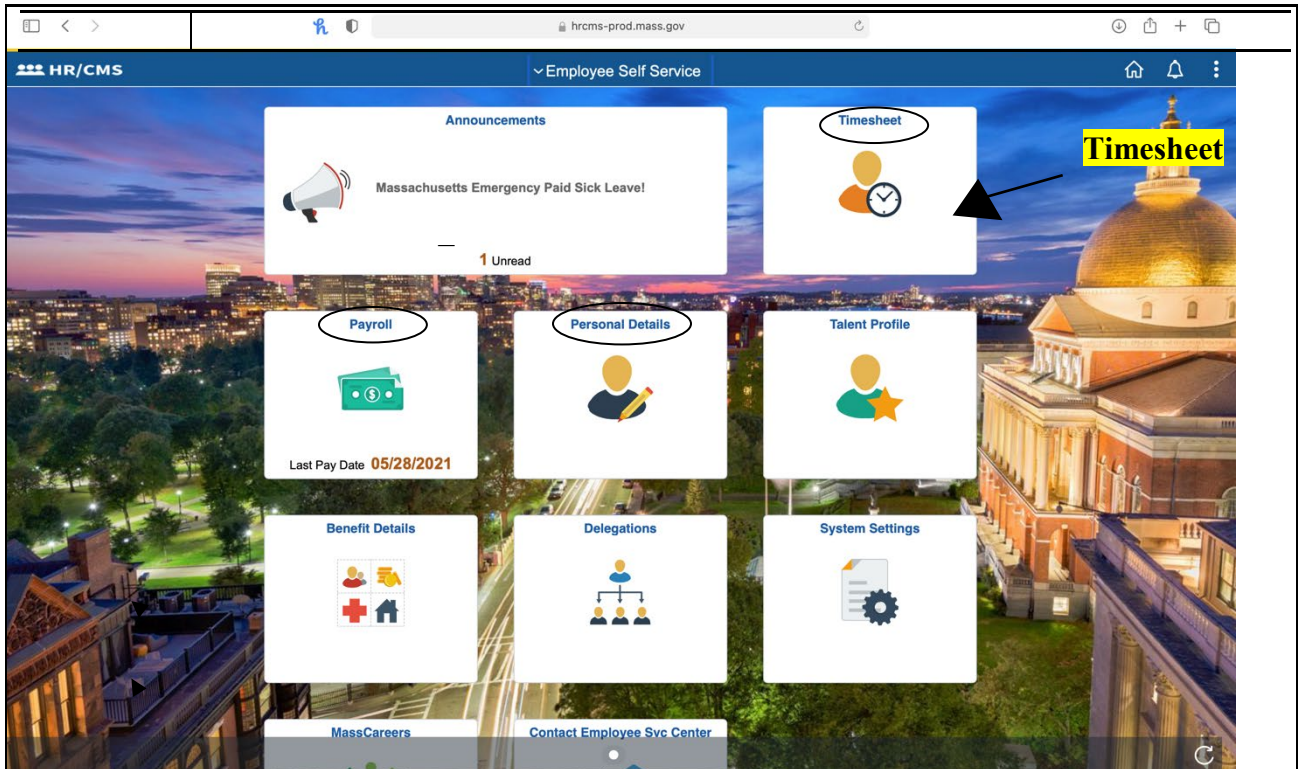
**Passwords expire after 60 days** (You will receive a warning 5 days in advance when logging in and be prompted to change it)

**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) Benefitted 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, your scheduled time will already be pre-populated into each field.

6. If you worked a full week with no time off, click **Submit**.

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	Q			

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Submit button

# Self Service Time and Attendance (SSTA) Benefitted Employees

7. If you took any time off during the work week, click the plus (+) sign to add a row, delete the time from the day in the first row, add the time into the second row, and add the appropriate Time Reporting Code (TRC)\*, then **Submit**.

\*See list on next page of Commonly Used TRCs. If not on that list, click the magnifying glass for a pop-up list of all TRCs.

< Approve Reported Time
Timesheet

Mgmt, Bus Fld & Admin Serv
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

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
<b>+</b>	<b>-</b>	<input type="text"/>	<input type="text" value="2.000"/>	<input type="text" value="2.000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4.000"/>	<input type="text"/>	8.000	<input type="text" value=""/>	
<b>+</b>	<b>-</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>	

Save for Later

Submit

Add Time Reporting Code (TRC)

Reported Time Status

Summary

Leave / Compensatory Time

Exceptions

Payable Time

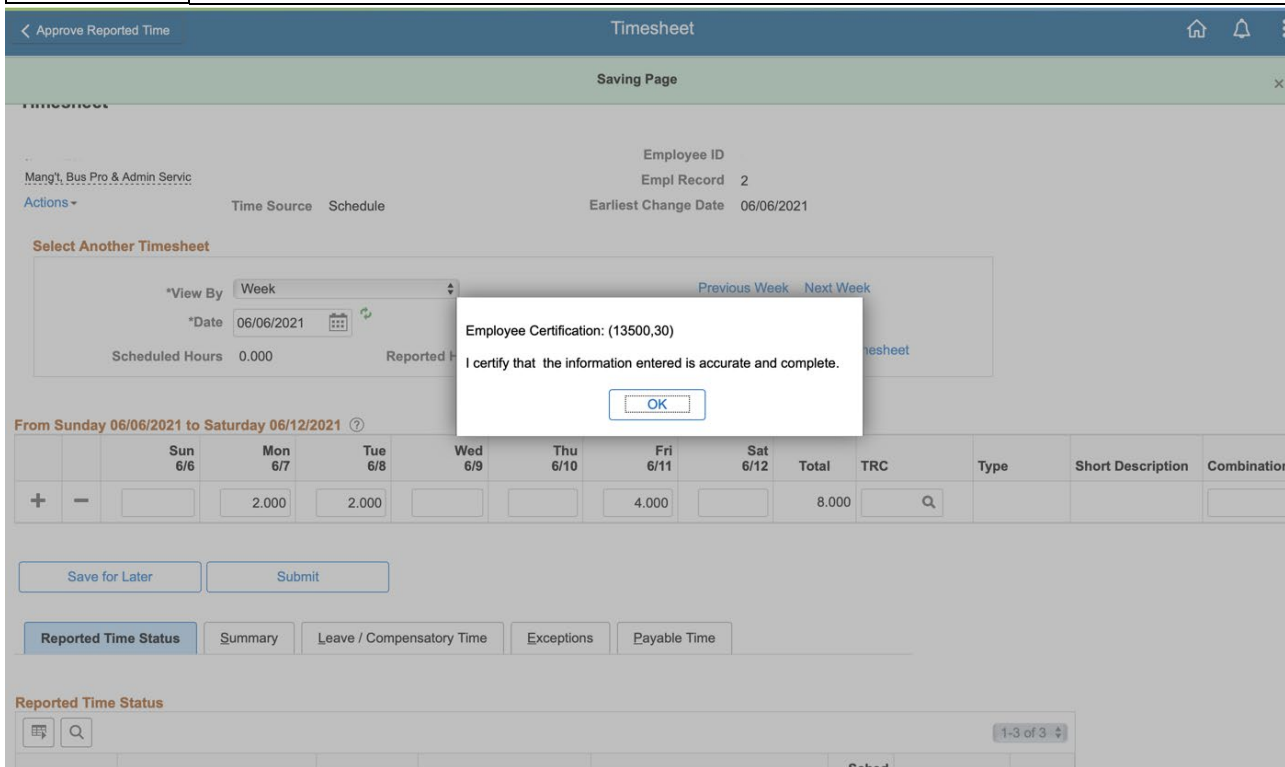
# Self Service Time and Attendance (SSTA) Benefitted Employees

## Commonly Used Time Reporting Codes (TRC)

AOCAD	Off Campus Day (MCC Unit Professionals only)
BRL	Bereavement
COM	Comp time accrued*
CMT	Comp time taken
HLN	Holiday
JDP	Jury Duty
OTM	Overtime Mandatory
PER	Personal
SIC	Sick
VAC	Vacation

\*Enter in at time and a half if applicable (see contract for rules regarding sick time used during same week as comp time accrued)

8. Once you click **SUBMIT**, a Certification page will pop up.



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

# Self Service Time and Attendance (SSTA) Benefitted Employees

Employee Self Service Timesheet

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 06/13/2021 Next Job

Scheduled Hours: 0.000 Reported Hours: 8.000 Punch Timesheet

From Sunday 06/13/2021 to Saturday 06/19/2021

	Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	TRC	Type	Short Description	Combination C
+ -				4.000		4.000		8.000				

Save for Later Submit To review time accruals

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
06/16/2021	Needs Approval	4.000			0.00	Add Comments +
06/18/2021	Needs Approval	4.000			0.00	Add Comments +

Return to Select Job

10. You will see **NEEDS APPROVAL** until your time approver goes in and approves your submitted time. You can make changes as often as necessary until your time is “Approved”. Once approved, you can still make a change; however, you must notify your time approver about the change, so they can go in and re-approve the 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) Benefitted 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) Benefitted 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