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

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<th>Step</th>
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| 1.   | There are two ways to log onto Self Service Time and Attendance (SSTA):
|      | 1) Go to the BCC website
|      |   Click on “Faculty and Staff”, “Time and Attendance”, or
|      | 2) Go to www.mass.gov/masshr
|      | then click on the button. |
| 2.   | Log into SSTA using your Employee Identification Number (Human Resources will provide) and password.  
|      | Password: The first time you log onto SSTA, use your six-digit employee identification number followed by the last four digits of your social security number. |

Employee ID: (6 digit – provided by HR or can be found on pay advice)

Initial Password: 10 Digits - Employee ID (6) plus last 4 digits of your Social Security Number. The system will ask you to re-set your password and select a security question to use if you forget your password and need to re-set it

Passwords must be at least 8 characters and must contain at least 1 number

Passwords expire after 60 days (You will get warning 5 days in advance when logging in)

To change password before it expires: go to Main Menu, then “Change My Password” link on the SSTA My Page. If you forget your password, after 5 tries you will be locked out. To reset, call Payroll (ext. 2538 or 2166) or HR (ext. 2194, 2195 or 2196).

DO NOT USE ‘FORGOT YOUR PASSWORD?’
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<td>From the SSTA homepage, click on Timesheet.</td>
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You can also view your W2 and Paycheck, change your Direct Deposit, or update your Personal Information on this page.

4. **Note:** *If you have multiple BCC jobs, refer to step 5. If you do not, proceed to step 6.*
5. You will arrive on the TIMESHEET SUMMARY page, where your jobs will be displayed.

Select the correct Job Record for entering time. (See paper timesheet)

6. Enter your time for each day worked.
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7. **Note:** If you have multiple funding sources (will be listed on your paper timesheet), refer to step 8. If you do not, proceed to step 9.

8. After entering hours worked in the blocks for one funding source, scroll over to and click the **PLUS (+)** sign. A row will be added to your timesheet. Enter the hours worked each day for that funding source. Click on the magnifying glass to lookup time reporting codes.

![Timesheet interface](image-url)
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9. If you took sick leave during the work week, click the plus (+) sign to add a row, put in the total hours of sick leave used under the day the leave was used, and add the appropriate Time Reporting Code (TRC) which is ESIC (Earned Sick Leave Paid).

You can view your leave accruals by clicking on the “Leave/Compensatory Time” tab in your timesheet.
10. Below the entered time is the SUBMIT button. Use the SUBMIT button to route your timesheet for approval. If “Save for Later” is selected, your hours worked will not be sent to your approver until you select “Submit”.
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11. Once you click **SUBMIT**, a Certification page will pop up.
12. After you click “OK”, you will return to your timesheet.

13. You will see NEEDS APPROVAL until your time approver goes in and approves your submitted time. See next page for important information regarding changing time.

You have successfully submitted your time.

14. Click on the SIGN OUT link to log out of SSTA.
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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 they are unable to enter their hours because they started working prior to their official hire date with Human Resources, they will need to visit the Payroll Office with their signed timesheets and the Payroll Office will enter the time.*

Please take note of the procedure for employees changing their time after it has been entered and their paper timesheet has been submitted:

1. **Paper Timesheet**: If an employee works more or less hours than originally submitted on a paper timesheet they should submit a single paper timesheet with just those additional or negative hours for that appropriate week. (This paper timesheet should only be for the adjusted hours and for the exact days they worked.) They may need to cross out the pay date and re-write the next pay date, depending on what week they are adjusting.

2. **SSTA**: (Adjustment should only be made after your time has been approved) Employees should make the same adjustment in SSTA by *adding* another row for the week they are changing hours and leaving the existing *approved* row untouched. 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.

3. **Additional Note**: Employees should *never* use the minus `-` to delete an entire row of hours.

Please call the Payroll Office at X 2166, 2529 or 3337 if you have any questions about this important process.
IMPORTANT!

Employees “certify” their hours entered in HR/CMS are correct by clicking “submit”. Given the SSTA time entry deadline of Wednesday at noon, time reported for Wednesday afternoon, Thursday, Friday or Saturday of the same 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 under-report 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
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REMINDEERS

• Know you 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 Record for the position – Record number is located on paper timesheet

• If you have more than one funding code, add a row and select the fund

• If you forget your password or lock yourself out (you have 5 tries), **DO NOT USE THE “Forgot your password” link. Instead, call Human Resources at 2194, 2195, or 2196 or Payroll at 2538 or 2166**

• **DO NOT ENTER ZEROS**

• 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

QUESTIONS? Call Human Resources at ext. 2194