# Self Service Time and Attendance (SSTA)

## Benefitted Employees

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</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](http://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>3.</td>
<td>From the SSTA homepage, click on <strong>Timesheet</strong>.</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.

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

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.
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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.
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Commonly Used Time Reporting Codes (TRC)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AOCAD</td>
<td>Off Campus Day (MCC Unit Professionals only)</td>
</tr>
<tr>
<td>BRL</td>
<td>Bereavement</td>
</tr>
<tr>
<td>COM</td>
<td>Comp time accrued*</td>
</tr>
<tr>
<td>CMT</td>
<td>Comp time taken</td>
</tr>
<tr>
<td>HLN</td>
<td>Holiday</td>
</tr>
<tr>
<td>JDP</td>
<td>Jury Duty</td>
</tr>
<tr>
<td>OTM</td>
<td>Overtime Mandatory</td>
</tr>
<tr>
<td>PER</td>
<td>Personal</td>
</tr>
<tr>
<td>SIC</td>
<td>Sick</td>
</tr>
<tr>
<td>VAC</td>
<td>Vacation</td>
</tr>
</tbody>
</table>

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

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.
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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 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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REMINDERS

• Know you 6 digit Employee Number – It will always be used to log into the system

• If you have more than one position, be sure to put time into the correct job position

• 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

  • 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

QUESTIONS? Call Human Resources at ext. 2194