

# Time & Attendance for Faculty

---

Employee Self Service

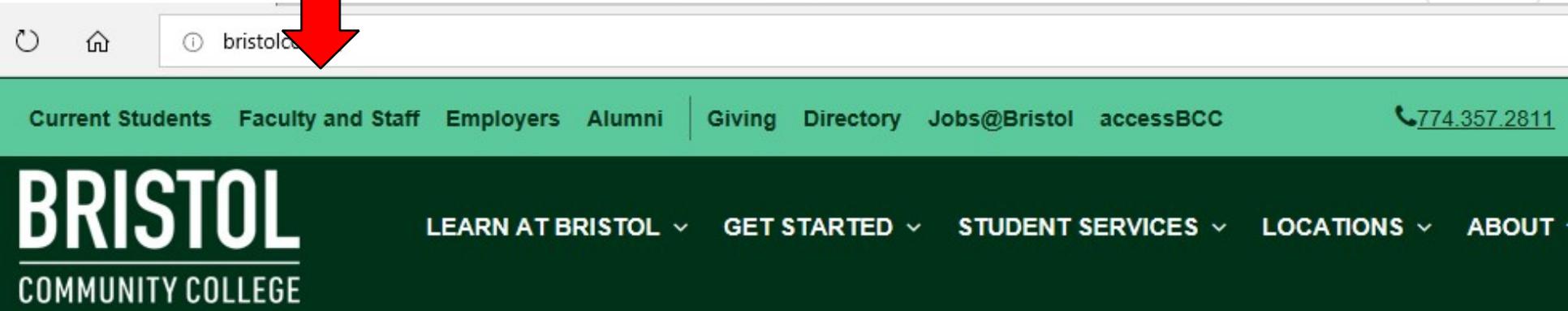
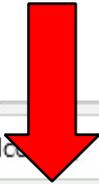
ATTLEBORO  
FALL RIVER  
NEW BEDFORD  
TAUNTON  
ONLINE

**BRISTOL**  
COMMUNITY COLLEGE

# Accessing your Time and Attendance

- From the Bristol Homepage,  
<http://www.bristolcc.edu/bristolcommunity/facultystaff/>

Click [Faculty and Staff](#)



Current Students Faculty and Staff Employers Alumni | Giving Directory Jobs@Bristol accessBCC 774.357.2811

**BRISTOL**  
COMMUNITY COLLEGE

LEARN AT BRISTOL ▾ GET STARTED ▾ STUDENT SERVICES ▾ LOCATIONS ▾ ABOUT ▾

## FACULTY & STAFF

Email

 Time & Attendance

Academic Affairs

Academic Resources

Bristol Blogs

Once in the  
“Faculty and Staff” tab,  
select  
“Time & Attendance”  
from the menu on the  
left.

In the “Time & Attendance” tab, click on the blue icon labeled, “[Employee Self Service](#)”

FACULTY & STAFF

Email

Time & Attendance

Academic Affairs

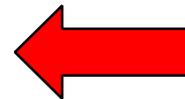
Academic Resources

[BCC Home](#) / [Bristol Community](#) / [Faculty & Staff](#) / Time & Attendance

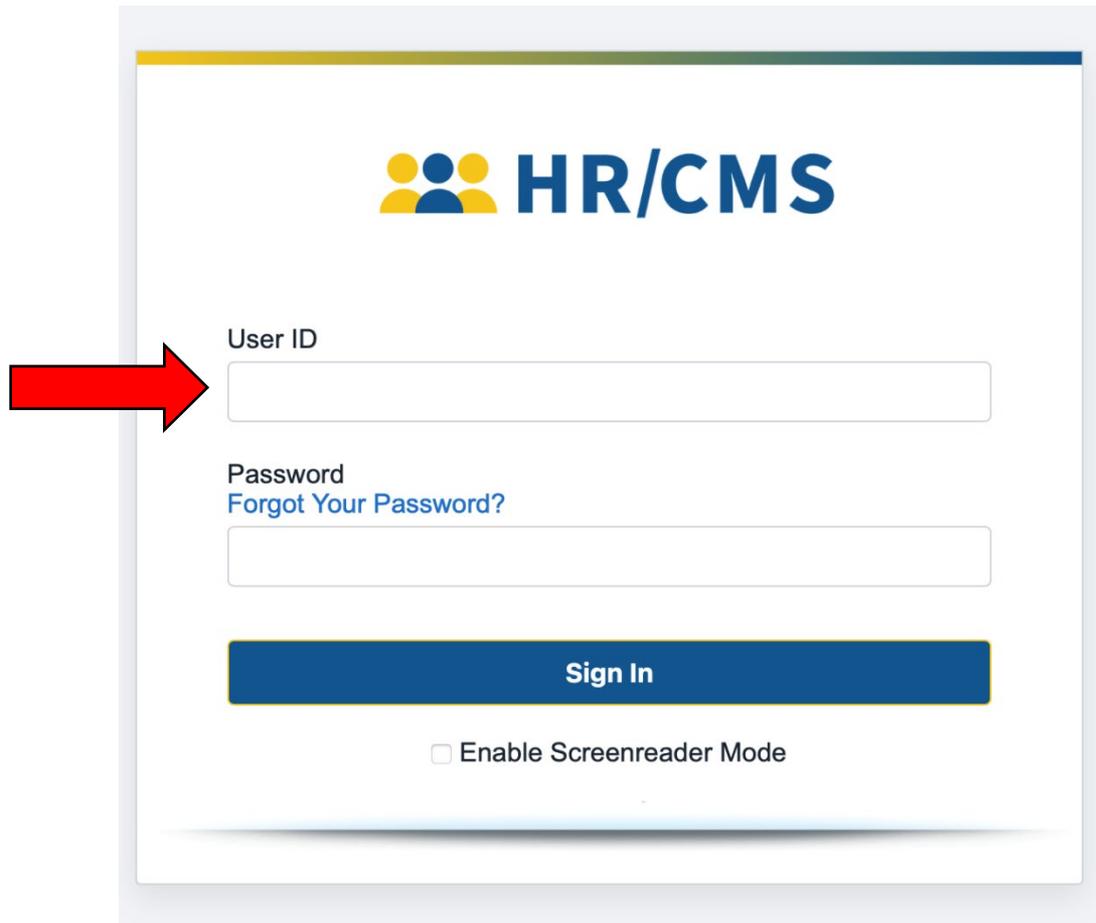
## TIME & ATTENDANCE

[Set up and Maintenance](#)

Please use the following links to enter your time or view your paychecks.

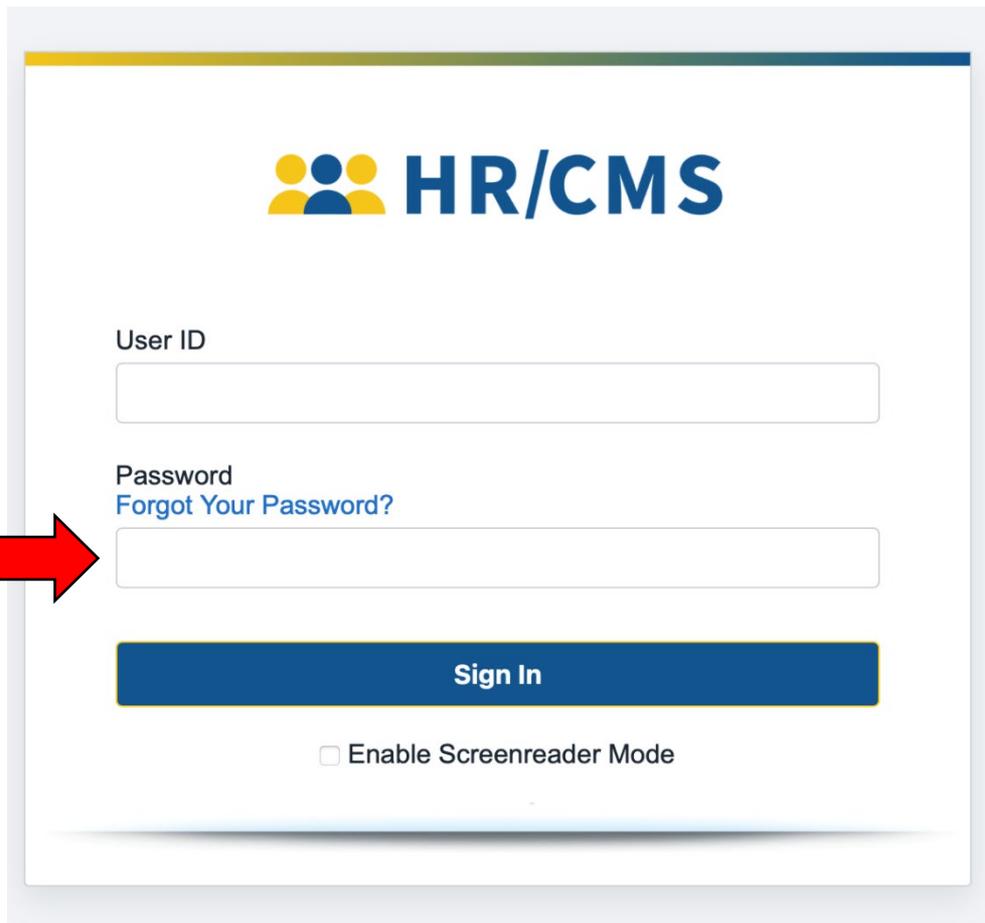


This will bring you to the HR/CMS login page. Your User ID will be your “payroll” ID number (State ID #). If you do not know your ID number, please contact the Payroll Office at x2529. Please note, this ID number will never change.



The image shows a screenshot of the HR/CMS login page. At the top center is the logo, which consists of three stylized human figures (two yellow, one blue) followed by the text "HR/CMS" in a bold, blue, sans-serif font. Below the logo are two input fields. The first is labeled "User ID" and is a white rectangular box with a thin grey border. A large red arrow points from the left towards this field. Below the "User ID" field is a second input field labeled "Password", also a white rectangular box with a thin grey border. To the right of the "Password" label is a blue link that says "Forgot Your Password?". Below the password field is a dark blue rectangular button with the text "Sign In" in white. At the bottom of the form is a checkbox with the text "Enable Screenreader Mode".

Your password the first time you login will be the Uppercase Letter for your first initial, lowercase letter for your last initial, your 6 digit User ID, last 4 digits of your SSN.      **Ex: Sm1234561111**



 **HR/CMS**

User ID

Password  
[Forgot Your Password?](#)

**Sign In**

Enable Screenreader Mode

You will receive a notice that your password has expired.

Click on the prompt to change your password.



Your password has expired.  
[Click here to change your password.](#)

You will then be asked to enter your original password and create a new password.

Your new password must be a minimum of 10 characters and contain a combination of the following:

- Capital and lower case letter(s)
- Number(s)
- Symbol (!,@,#,\$,etc.)

\*Current Password

\*New Password

\*Confirm Password

Change Password

## Security Question

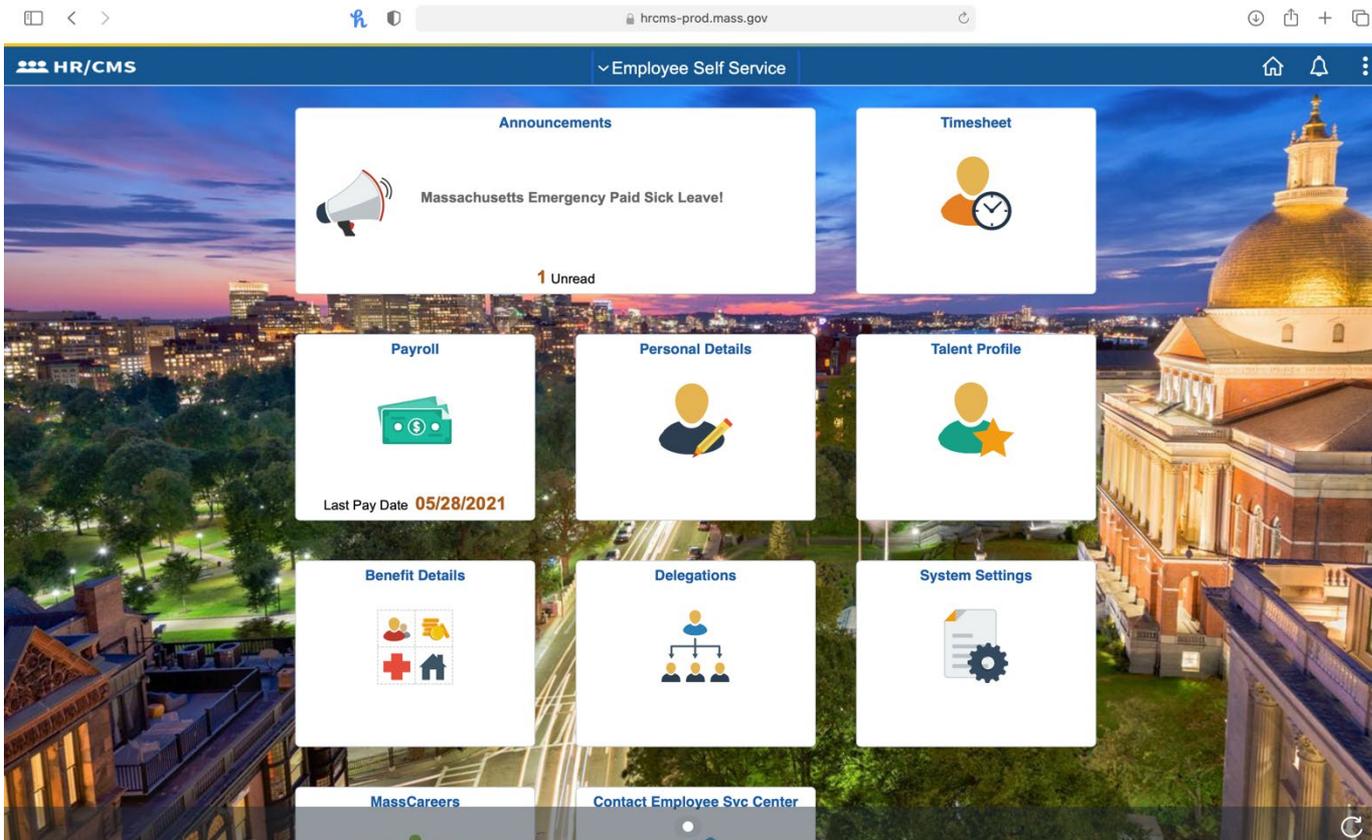
You will next be asked to set up a security question. This will enable you to access certain information, such as your W2 or to reset your own password.

---

You have now successfully created your login profile. Click “OK” and return to the Home Screen.

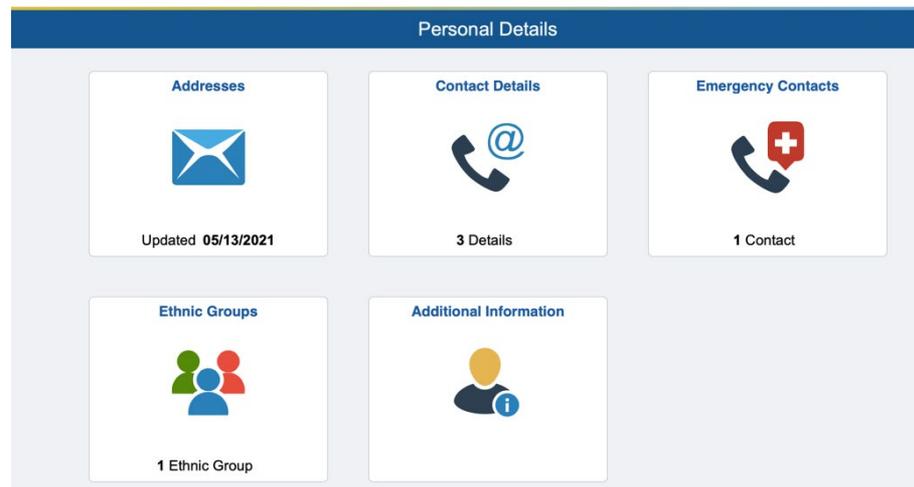
# Home Page

From the Home Page you are able to view your paychecks, update your personal information, update your direct deposit, and view and print W2s.



From the home screen you will see a **Personal Details** option. By selecting Personal Details, you are able to confirm that information such as your address, phone number and emergency contacts are correct.

Also, under **Contact Details**, you can confirm that your email contact is correct and selected as “Preferred” in order to use the Forgot Your Password function to reset your own password.



# BRISTOL

---

COMMUNITY COLLEGE

ATTLEBORO FALL RIVER NEW BEDFORD TAUNTON ONLINE

Thank you.

Should you have any questions please feel free  
to contact the Payroll Office at  
extension 2529 or 2166.

