MassHR

Delivering HR Services That Matter

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A New Method for Time Reporting

Self-Service Time and Attendance is new technology for reporting time. Your agency will start using Self-Service Time and Attendance for the pay period beginning April 22nd. Just as you report your time on a daily basis today, with Self-Service Time and Attendance, you will report your time each day. The difference is that you will report and submit your time online.

To make time reporting as easy as possible for you, your online timesheet will be pre-populated with your standard work schedule. When you report time, you will need to review your timesheet, make any necessary updates (such as reporting vacation or other time), and click "submit" for your timesheet to be processed. Once you submit your time, your manager or supervisor will review and approve your reported time.

Key Terms To Know

Each week, important Self-Service Time and Attendance terms will be defined in the ePostcard. Here are this week's terms:

Work Schedule – Your work schedule represents the hours you normally work in a given pay period.

Time Reporting Codes – Time Reporting Codes refer to the three-letter abbreviation or acronym for designating time used or worked.

Pay Period – A Pay Period is a bi-weekly schedule (14 days) for which your time is recorded and paid. Pay Periods will remain the same as they are today.

Preview of Upcoming ePostcards

Our next ePostcard will feature online Learning for Self-Service Time and Attendance.

Coming in future messages:

- How to enter time
- How to adjust time
- How time is approved
- When to call Shared Services
- Your Self-Service Time and Attendance login and password, and more!

In the meantime, we welcome your feedback and questions!
Email us at MassHRInfo@MassMail.State.MA.US.