



Delivering HR Services That Matter

May 17, 2012

Online Learning for Self-Service Time and Attendance (ePostcard #3)

Employee training for Self-Service Time and Attendance will be offered via online learning. Beginning Monday, May 21st, you will be able to access online learning that will demonstrate navigation and tasks associated with online time reporting.

Online Learning Course Sequence

Navigation – An overview and explanation about the “look and feel” of the online timesheet, including login and navigation.

Reporting Time – A demonstration on how to report time, including making prior-period adjustments and using leave time.

Reporting Excess Time – A demonstration on how to report comp time and overtime.

Reporting Holiday Time – A demonstration on how to report holiday time taken, holiday worked and to be paid, and holiday worked to be credited with comp time.

Preview of Upcoming ePostcards

The next ePostcard will cover entering time on your online timesheet and will include the online learning rollout schedule for time approvers.

Coming in future messages:

- How you can adjust time you have previously reported
- How time is approved
- Your Self-Service Time and Attendance login and password, and more!

In the meantime, the MassHR Project Team welcomes your feedback and questions! Email them at MassHRInfo@MassMail.State.MA.US.