



Delivering HR Services That Matter

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## **Online Timesheets for Self-Service Time and Attendance (ePostcard #4)**

Just as you report your time daily today, with Self-Service Time and Attendance (SSTA), you will report your time daily using an online timesheet. Also with SS TA, you can check your leave balances in real time.

To report and submit your time, you will:

- Log in to the SS TA website and navigate to your online timesheet.
- Enter your time on your online timesheet. This process is similar to how you report your time today. Your online timesheet is pre-populated with your work schedule.
- If your actual hours worked are different from your pre-populated work schedule, enter the correct time on your online timesheet. Next, click the “Submit” button to submit your time so your supervisor/manager can approve it.
- Report sick, vacation or other leave taken by entering the appropriate time reporting code.

In April you will learn about the online timesheet and the time reporting process in online learning courses.

### **Reminder**

Online learning will be available beginning April 2.

### **Preview**

Our next ePostcard will feature “How Time is Approved in Self-Service Time and Attendance” and a preview of online learning courses for time approvers.

In the meantime, we welcome your feedback and questions!  
Email us at [MassHRInfo@MassMail.State.MA.US](mailto:MassHRInfo@MassMail.State.MA.US).