



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 (SS TA), you will report your time daily using an online timesheet. You will learn about the online timesheet and the time reporting process in detail in online learning courses available soon.

To report and submit your time, you will:

1. Log in to the SS TA website and navigate to your online timesheet. Your online timesheet is pre-populated with your work schedule.
2. If you worked your scheduled hours, proceed to step 3.
 - If your actual hours worked are different from your pre-populated work schedule, enter the correct time on your online timesheet.
 - If you need to report sick, vacation or other leave hours, you will be able to adjust the pre-populated time in your time sheet by entering the appropriate time reporting code.
3. Click the "Submit" button to submit your time so your supervisor/manager can approve it.

As an added benefit, with Self-Service Time and Attendance, your online timesheet will let you track your leave balances in real time.

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, the MassHR Project Team welcomes your feedback and questions!

Review our Frequently Asked Questions (<http://www.mass.gov/anf/employment-equal-access-disability/hr-policies/masshr/q-and-a-for-self-service-time-and-attendance-ssta.html>) to see if your question may have been answered, or email us at MassHRInfo@MassMail.State.MA.US.