



Delivering HR Services That Matter

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March 30, 2012

## **Time Approval with Self-Service Time and Attendance (ePostcard #5)**

With Self-Service Time and Attendance (SS TA), once you have submitted your online timesheet, your manager/supervisor will review and approve your time.

You will need to:

- Enter your time on your online timesheet daily;
- By Thursday at 5 p.m., ensure that your online timesheet is updated and accurate; and
- Correct errors on your timesheet if contacted by your manager/supervisor, HR/Payroll staff, or the MassHR Employee Service Center (ESC).

You may view your online timesheet to see whether your time has been approved.

### **Action Item**

You will need your Employee ID in order to log in to Self-Service Time and Attendance. If you do not know your Employee ID, you can find it on your pay advice (in the box next to your name) or ask your HR/Payroll office.

### **Reminder**

SS TA online learning for all employees begins April 2.

### **Preview**

Our next ePostcard will feature “Adjusting Your Time with Self-Service Time and Attendance.”

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