



Delivering HR Services That Matter

May 31, 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;
- Ensure that your online timesheet is updated and accurate by your agency's weekly time reporting deadline; and
- Correct errors on your timesheet if contacted by your manager/supervisor or HR/Payroll staff.

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

Online Learning

While we work to improve the capacity of the online learning system, we are deferring an announcement inviting all employees to take the online learning courses. There will be ample time for all employees to review these short courses prior to go live.

Action Items

SS TA Log In:

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.

Default Timesheet:

You will need to know whether your agency will use a Punch Timesheet or a Reported Timesheet in order to select the appropriate online learning course. Please contact your HR/Payroll office if you do not know your agency's default timesheet.

Preview

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

In the meantime, the MassHR Project Team welcomes your feedback and questions!

Review 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 send an email to MassHRInfo@MassMail.State.MA.US.