



Delivering HR Services That Matter

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Making Prior Pay Period Adjustments with Self-Service Time and Attendance (ePostcard #6)

Making a prior pay period adjustment means adjusting time you have already reported. With Self-Service Time and Attendance (SS TA), you have the ability to adjust time up to one pay period in the past in order to correct inaccuracies.

To perform a prior pay period adjustment, you will:

- Log in to the SS TA website and navigate to your online timesheet;
- Use the “Previous Week” link to navigate to the relevant date(s);
- Follow the steps for reporting time, adjusting previously reported time as necessary;
- Click the “Submit” button to submit your adjusted time so your supervisor/manager can approve it.

If you need to adjust time more than one pay period in the past, you will need to contact the MassHR Employee Service Center (ESC).

Reminders:

Login ID for SS TA: 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.

SS TA Navigation online learning is now available on the [MassHR Website](#). This online learning provides an overview and explanation about the “look and feel” of the online timesheet, including login and navigation.

Preview:

Our next ePostcard will feature an overview of the MassHR Employee Service Center.

In the meantime, we welcome your feedback and questions! Email us at MassHRInfo@MassMail.State.MA.US.