



Delivering HR Services That Matter

April 23, 2012

Countdown to Self-Service Time and Attendance (ePostcard #8)

Self-Service Time and Attendance (SS TA) goes live Wednesday, April 25th! Beginning that day, you will enter time online for the pay period beginning April 22nd.

Begin your 5 step go-live countdown now!

5: Make sure you know your Employee ID (so you can log in to SS TA)

4: Know your online timesheet type (Punched or Reported)

3: Complete your online learning courses. Click [here](#) or go to <http://www.mass.gov/anf/employment-equal-access-disability/hr-policies/masshr/masshr-training.html>.

2: Know where to go to enter your time (Start here: www.mass.gov/masshr, and click "Enter My Time and Attendance")

1: Look for an email from the MassHR Employee Service Center on Wednesday, April 25th announcing Self-Service Time and Attendance!

At go live, the MassHR Employee Service Center (ESC) will be ready to support you!

By phone: Toll Free: 1-855-4HR-SPPT (1-855-447-7778)

Local: 617-979-8500

TTY: 617-248-0546

By email: MassHREmployeeServiceCenter@State.MA.US

We welcome your feedback and questions! Email us at MassHRInfo@MassMail.State.MA.US and visit www.mass.gov/masshr for information and updates.