



Delivering HR Services That Matter

New Employee Onboarding Checklist for Self-Service Time and Attendance

Self-Service Time and Attendance (SS TA) enables employees to enter their time via online timesheets.

As a new employee, you will need to:

- Know your Employee ID** – it is your log in ID. When you log in to SS TA for the first time, your password will be your Employee ID plus the last 4 digits of your Social Security Number. The system will then prompt you to re-set your password and select a security question which you will be asked if you forget your password later and need to re-set it.
- Know whether you will be using a Punch Timesheet or a Reported Timesheet** – you may contact your HR/Payroll manager to obtain this information. Knowing this information will enable you to select the correct online course to learn about using SS TA.
- Review online learning courses** and supplementary Job Aids regarding reporting time in SS TA. Online learning courses are available at www.mass.gov/massshr/onlinelearning.
- Know where to go to enter time into your online timesheet.** Navigate to www.mass.gov/massshr and click the “Enter My Time and Attendance” button in the left column. This link connects you to the login screen for SS TA.
- Report your time daily, and make sure your online timesheet is up-to-date by the weekly time reporting deadline of Thursday at 5 p.m.
- Know how to get support.** Your HR/Payroll office is available to answer your time and attendance related questions. Contact (fill in the name, email address and phone number of your SS TA employee support contact) with your questions.

Important Links

MassHR Website	www.mass.gov/massshr	Link to time entry, online learning, FAQs, news, and more
Online Learning and Support Tools	www.mass.gov/massshr/onlinelearning	Access Online Learning courses and Job Aids