

# Self-Service Time and Attendance

## *What is Self-Service Time and Attendance (SS TA)?*

A website application that allows you to enter your time online.

## *Why are we using it?*

SS TA eliminates the paper-based process for reporting time and you can view your leave balances at your desk.

## *When will it start?*

Our agency will start using SS TA on July 18<sup>th</sup>.

## *Where can I find more information?*

Read the weekly MassHR ePostcards and check out the MassHR website: [www.mass.gov/masshr](http://www.mass.gov/masshr).