

Self-Service Time and Attendance (SS TA)

What do I need to log on?

You'll need your employee ID and a password.

I don't know my employee ID. What should I do?

Your employee ID is listed on your pay advice next to your name and address. If you do not receive a paper pay advice and you do not know your employee ID, call your HR/Payroll Department.

What is my password?

The password when you log on to SS TA for the first time will be your Employee ID **plus** the last four digits of your Social Security Number. You will be prompted to change your password and answer a security question. The system will ask you to answer your security should you forget your password in the future and need to re-set it.

When does SS TA start?

Wednesday, July 18th.

