

Time Approval for SSTA

- With the implementation of Self-Service Time & Attendance (SSTA), all employees using self service will be paid based on actual time entered into the self-service application and approved by their time approver. If an employee or their time approver fails to act, the employee is at risk of being paid incorrectly
- Plans to mitigate the risks of incorrect payment are in place by ensuring appropriate levels of payroll monitoring by the MassHR Employee Service Center and Agency payroll departments. The DYNACASH emergency advance accounts will remain in place to deal with anomalies
- Time Approval Guidelines:
 - Time approvers must approve time on line in SSTA
 - As best practice, time entry/submission and approval (for time submitted the day before) are encouraged daily
 - Time Approvers must approve reported time each week prior to Friday at 12pm
 - There is a second approval deadline for approving time submitted after the Friday 12pm deadline. If the approver is scheduled to work Sunday time should be approved prior to Sunday 6pm to avoid showing up on Monday 9am notification to Agency HR/Payroll regarding over/under scheduled hours and unresolved unreported and unapproved time. If the approver is not scheduled to work Sunday the time should be approved prior to Monday at 10am and will be included in the Monday 9am notification to Agency HR/Payroll
 - Notifications for time approval include:
 - A first notice will be sent to time approvers following the Friday 12pm Time Admin run including employees with unapproved time and employees with no reported time
 - A second notice will be sent following the Sunday 12pm Time Admin run including employees with unapproved time and employees with no reported time
 - Time submitted and/or approved after 6pm Sunday is included in the Monday 9am notification to Agency HR/Payroll regarding over/under scheduled hours and unresolved unreported and unapproved time



SSTA Time Reporting & Approval Deadlines



Delivering HR Services That Matter

The schedule below outlines the deadlines for time reporting and approval, and subsequent system notifications. Daily time submission and approval is best practice to ensure employees are paid according to schedule and any issues are identified and addressed.

Thurs	Fri	Sat	Sun	Mon	Tues	Wed
<p>9am: Employee weekly submission reminder</p> <p>5pm: Employee weekly time reporting deadline</p> <p>5pm: 1st Unreported time notification to employees</p>	<p>10am: 2nd Unreported time notification to employees</p> <p>12pm: Approver weekly time approval deadline</p> <p>12pm: 1st Unreported & Unapproved time notification to approvers</p>		<p>12pm: 2nd Unreported & Unapproved time notification to approvers</p> <p>6pm: 2nd Approver deadline for time approval of employees that work Friday/Saturday 24x7 shifts</p>	<p>9am: 1st Over/Under Scheduled Hrs and unresolved Unreported and Unapproved time notification to Agency HR/Payroll</p> <p>12pm: Agency HR/Payroll Restricted TRC Entry & Payable Time approval deadline</p> <p>12pm: Final Notification: Unreported & Unapproved Reported and Payable Time Notification to Agency HR/Payroll</p>		

Time Admin: Daily* at 8am, 10am, 12pm, 2pm, 4pm, and following nightly batch.

*Except Tuesdays and during scheduled maintenance.

- SSTA is available 24 hours a day, 7 days a week except Sunday–Friday 6:00-6:30PM, Saturday 6:00-7:00PM and during scheduled maintenance.
- Notifications will be sent via email after online reports are refreshed from Time Admin.
- When a holiday falls on a payroll Monday, the time reporting and approval deadlines will be backed up by 24 hours.

