



Delivering HR Services That Matter

(date)

Countdown to Go-Live with Self-Service Time and Attendance (ePostcard #6)

Self-Service Time and Attendance (SSTA) goes live on (date)! Beginning that day, you will enter time **online** into your online timesheet or will begin using Time Collection Devices (TCDs) to clock in and out.

Begin your 5 step go-live countdown now!

5: Make sure you know your Employee ID. When SSTA goes live, your log in ID will be your Employee ID, and your initial password will be your Employee ID plus the last 4 digits of your Social Security Number. The system will ask you to re-set your password and select a security question for use if you forget your password and need to re-set it.

If you will use a TCD to report time, you may go online to view (but not edit) your timesheet. Your log in ID will be your employee ID, and your initial password will be your Employee ID plus that last four digits of your Social Security Number. The system will ask you to re-set your password and select a security question for use if you forget your password and need to re-set it.

4: Know your online timesheet type (Punched or Reported). Check with your HR/Payroll office if you do not know your timesheet type.

3: Complete your online learning courses. Visit www.mass.gov/masshr/training to access the online learning courses and view companion job aids.

2: Know where to go to enter your time. Online users start here: www.mass.gov/masshr, and click the “Enter My Time and Attendance” link on the left side of the page.

TCD users beginning their shift on (date) will simply use their assigned badge at a TCD reader to clock in and out.

1: **Before you attempt to log in**, look for an email on (date of go live) from (name) announcing Self-Service Time and Attendance is live!

We're here to support you!

The ESC is ready to:

- Answer your questions related to time entry and time approval,
- Reset your SSTA password if you are unable to re-set it yourself,
- Assist you in entering your time if you cannot get online,
- Assist you in entering time reporting codes not available on the time collection device, and
- Assist you with prior pay period adjustments more than one pay period in the past.

The ESC is open Monday through Friday from 6:30 a.m. to 5:30 p.m. and Saturday from 8 a.m. – 12 noon, and is available by phone and email.

Phone: 617-979-8500

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

TTY: 617-248-0546

Email: MassHREmployeeServiceCenter@State.MA.US