MassHR
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 (date)! Beginning that day, you will enter time **online** into your online timesheet.

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.

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.

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!

If you need assistance with **Time Entry or Approval** such as**:**

- Questions regarding your timesheet, the Manager Dashboard or use of Manager Self-Service,
- Entering your time if you cannot get online, or
- Entering prior pay period adjustments more than one pay period in the past,

Your HR and Payroll point of contact will be: (fill in the correct contact name and phone number/email for your agency/campus).

Re-Setting your SSTA Password

You may re-set your SSTA password any time. If you forget your password and try to login to SSTA, after 5 unsuccessful login attempts, the system will lock you out and you will need assistance re-setting your password.

Your Password Re-set point of contact will be: (fill in the correct contact name and phone number/email for your agency/campus)