

## **Fire Instructor Use of Self Serve Time and Attendance (SSTA)**

The following guide is designed to assist the MFA instructor staff in completing timesheets within SSTA.

For questions around the use of the system, password reset, or issues related to access please contact the MassHR Employee Service Center at 1-855-447-7778. Their hours are Monday – Friday 6:30am to 5:30pm and Saturday from 8:00am to noon.

For questions around what program codes to use, or specifics of our policies, please look at your sign in sheet or contact Megan Kasaras at 978-567-3203.

### **What has not changed:**

- All instructors will still have to sign the daily time sheet for the program. These will continue to be sent out with the course packets and be used to verify who worked that day and any stipends\*
- Any request for travel time or mileage reimbursement will require a MapQuest (or similar) document with the starting and ending odometer readings^.
- If you are carpooling, you will still get paid for the drivers travel time, but will need to enter the time into SSTA.
- The lead instructor will still need to sign the bottom of the time sheet.
- Instructors working administrative hours (ADM) or development hours (DEV) will still need to submit the correct sheet and include the work done on the back side.

### **What has changed:**

- Instructors need to log into the SSTA system (daily) to enter the hours that they worked.
- Stipends\* and Mileage^ are not entered into the SSTA system by the instructor.
- Weekly time MUST be submitted by 5:00pm on Thursday. If you are scheduled to work on either Friday or Saturday, please enter this time as you work and not beforehand..

\* Stipends include OD, Lead Instructor, EMS, Logistics, PT, etc. These DO NOT go on the SSTA sheet but will be added later separately by our HR staff.

^ Mileage IS NOT entered into SSTA but will be added separately by our HR staff. Travel time is entered into SSTA (to be discussed in more detail later.)

When entering the information into **User Field 1** (to be discussed in more detail later) we have consolidated program areas. The new program areas are:

DFSMFA0001	DFSMFA Call/Volunteer Training
DFSMFA0002	DFS MFA Certification Program
DFSMFA0003	DFS MFA Contract Training
DFSMFA0004	DFS MFA Educational Methodology
DFSMFA0005	DFS MFA Fire Officer Training
DFSMFA0006	DFS MFA FirePrevention
DFSMFA0007	DFS MFA Firefighter Skills
DFSMFA0008	DFS MFA Gas Training Program
DFSMFA0009	DFS MFA Hazmat Training Prog
DFSMFA0010	DFS MFA Impact Training Prog
DFSMFA0011	DFS MFA Miscellaneous
DFSMFA0012	DFS MFA NFA
DFSMFA0013	DFS MFA Recruit Training Prog
DFSMFA0014	DFS MFA Sr. Fire Officer
DFSMFA0015	DFS MFA Tech Rescue Training
DFSMFA0016	DFS MFA Municipal Asst Equipmnt
DFSMFA0017	DFS MFA FESHE
DFSMFA0018	DFS MFA Staff Services
DFSMFA0019	DFS MFA District Delivery
DFSMFA0020	DFS MFA Rapid Intervention
DFSMFA0021	DFS MFA Public Education
DFSMFA0022	DFS MFA Investigations

“DFSMFA0003 DFS MFA Contract Training” should be used for all of our contract training.

The programs listed in **User Field 2** (to be discussed in more detail later) use the same numbering system as our current classes.

The rest of the **User Fields** are described below.

**Remember:**

For questions around the use of the system, password reset, or issues related to access please contact the MassHR Employee Service Center at 1-855-447-7778. Their hours are Monday – Friday 6:30am to 5:30pm and Saturday from 8:00am to noon.

For questions around what program codes to use, or specifics of our policies, please refer to your sign in sheet or contact Megan Kasaras at 978-567-3203.

Self Serve Time and Attendance (SSTA) can be accessed at [www.mass.gov/masshr](http://www.mass.gov/masshr).

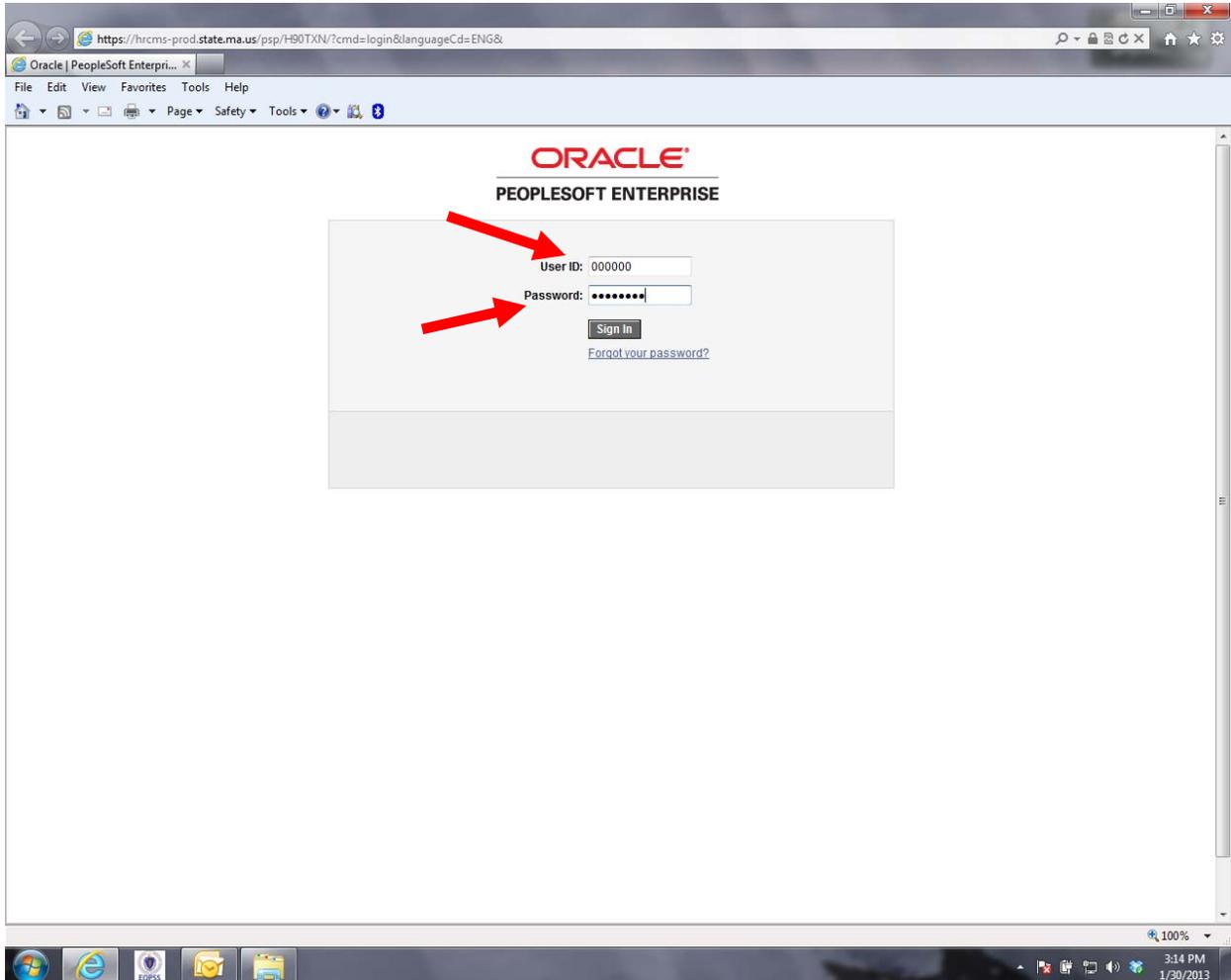
Click the “Enter My Time and Attendance” icon on the left side of the screen.

The screenshot shows the MassHR website interface. The browser address bar displays <http://www.mass.gov/anf/employment-equal-access-disability/hr-policies/masshr/>. The page header includes the Mass.gov logo and navigation links for State Agencies, State A-Z Topics, and State Forms. The main navigation menu lists categories such as Budget, Taxes & Procurement; Employment, Equal Access, Disability; Property Management & Construction; Hearings and Appeals; Research & Technology; and Employee Insurance & Retirement Benefits. The page content is organized into several sections:

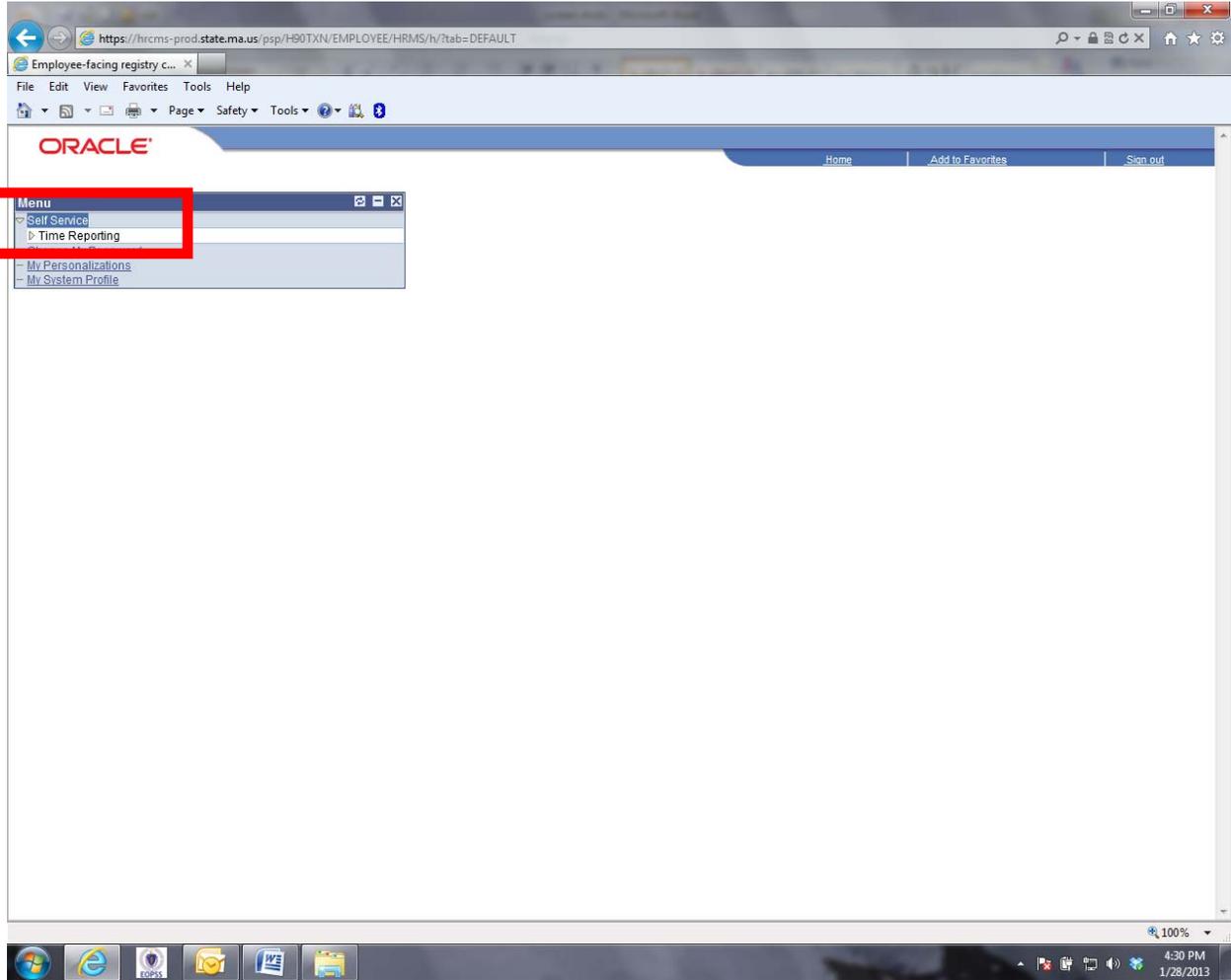
- MassHR**: A section on the left with links for "About MassHR", "What is MassHR?", "MassHR Vision, Mission and Values", and "MassHR Strategic Goals". Below these is a sub-section titled "For the Employee" containing a blue button with a clock icon and the text "Enter My Time and Attendance".
- SSTA Time Approvers of Online Timesheets**: A central section with a red border, explaining that time approvers do not need to re-validate balances and providing instructions for TCD timesheets.
- SSTA - TCD Time Approvers**: A section detailing the "Submit" button requirement for TCD timesheets.
- SSTA - Use of Zeros on Timesheet (All SSTA Time Reporters)**: A section advising against entering zeros for hours worked.
- Project Sponsors**: A list of three individuals with their titles: Paul Dielti (Chief Human Resources Officer), Martin Benison (Comptroller), and John Letchford (Chief Information Officer).
- News & Updates**: A section with links to various programs and newsletters.

The bottom of the screenshot shows the Windows taskbar with the system clock indicating 8:38 AM on 1/29/2013.

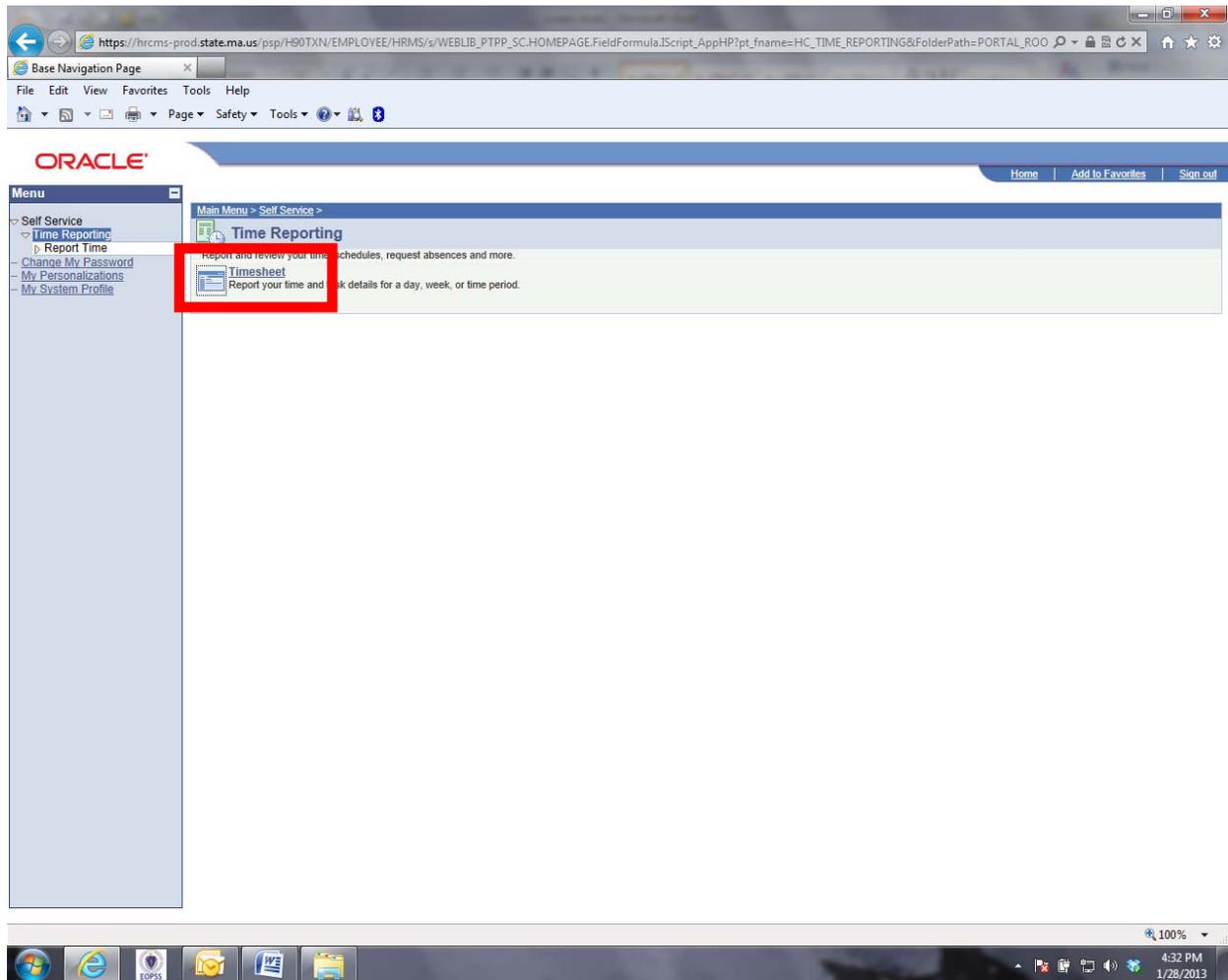
On the next page enter your user ID (employee number which can be found on your paystub or employee ID) and Password (your initial password is your employee ID number followed by the last four digits of your social security number.) You will be prompted to change it the first time you log in. The password must be at least eight (8) characters including at least one (1) number.



Once you are in the system, choose “Self Service” from the menu on the left.



On the screen click on "Timesheet" which will bring you to page where you enter your time.



You are now in the screen that will allow you to enter your time.

For the first step verify that the correct week is showing, if not, use the “Previous Week or Next Week” button to scroll to the appropriate week. You can enter your time up to 42 days in advance or make corrections up to 14 days in the past.

Begin by entering your start and end time and your meal time for the day. You do not have to enter anything under the “TRC,” “Quantity,” or “Taskgroup” fields.

Oracle Timesheet interface showing job title, employee ID, and navigation options. The main table displays timesheet data for the week of 01/27/2013 to 02/02/2013.

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Short Description	Quantity	Sched Hrs	Taskgroup	Combo Code
Sun	1/27	Needs Approval	8:30:00AM	12:00:00PM	12:30:00PM	5:00:00PM	8.000				0.00	MATSKGRP	
Mon	1/28	New									0.00	MATSKGRP	
Tue	1/29	New									0.00	MATSKGRP	
Wed	1/30	New									0.00	MATSKGRP	
Thu	1/31	New									0.00	MATSKGRP	
Fri	2/1	New									0.00	MATSKGRP	
Sat	2/2	New									0.00	MATSKGRP	

Category	Total	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2
Total Reported Hours	8.000	8.000						
Total Scheduled Hours								
Schedule Deviation	8.000	8.000						

Scroll to the right of the task group column to bring up the various entry fields that we will now discuss.

The screenshot shows the Oracle HRMS Timesheet application. The browser address bar indicates the URL: [https://hrcms-prod.state.ma.us/psp/H90TXN/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.TL\\_MSS\\_EE\\_SRCH\\_POR...](https://hrcms-prod.state.ma.us/psp/H90TXN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_POR...). The Oracle logo is visible at the top left. A menu on the left side includes 'Self Service', 'Time Reporting', 'Report Time', and 'Timesheet'. The main content area displays a table with the following columns: Taskgroup, Combo Code, Business Unit, User Field 1, User Field 2, User Field 3, User Field 4, User Field 5, Date, and Com. A red arrow points to the right side of the 'Taskgroup' column, indicating the area where entry fields are located.

Taskgroup	Combo Code	Business Unit	User Field 1	User Field 2	User Field 3	User Field 4	User Field 5	Date	Com
MATSKGRP		COMID						1/27	No Comr
MATSKGRP		COMID						1/28	No Comr
MATSKGRP		COMID						1/29	No Comr
MATSKGRP		COMID						1/30	No Comr
MATSKGRP		COMID						1/31	No Comr
MATSKGRP		COMID						2/1	No Comr
MATSKGRP		COMID						2/2	No Comr

The “Combo Code” field can be left blank **UNLESS**:

You are teaching in a program funded out of a grant such as:

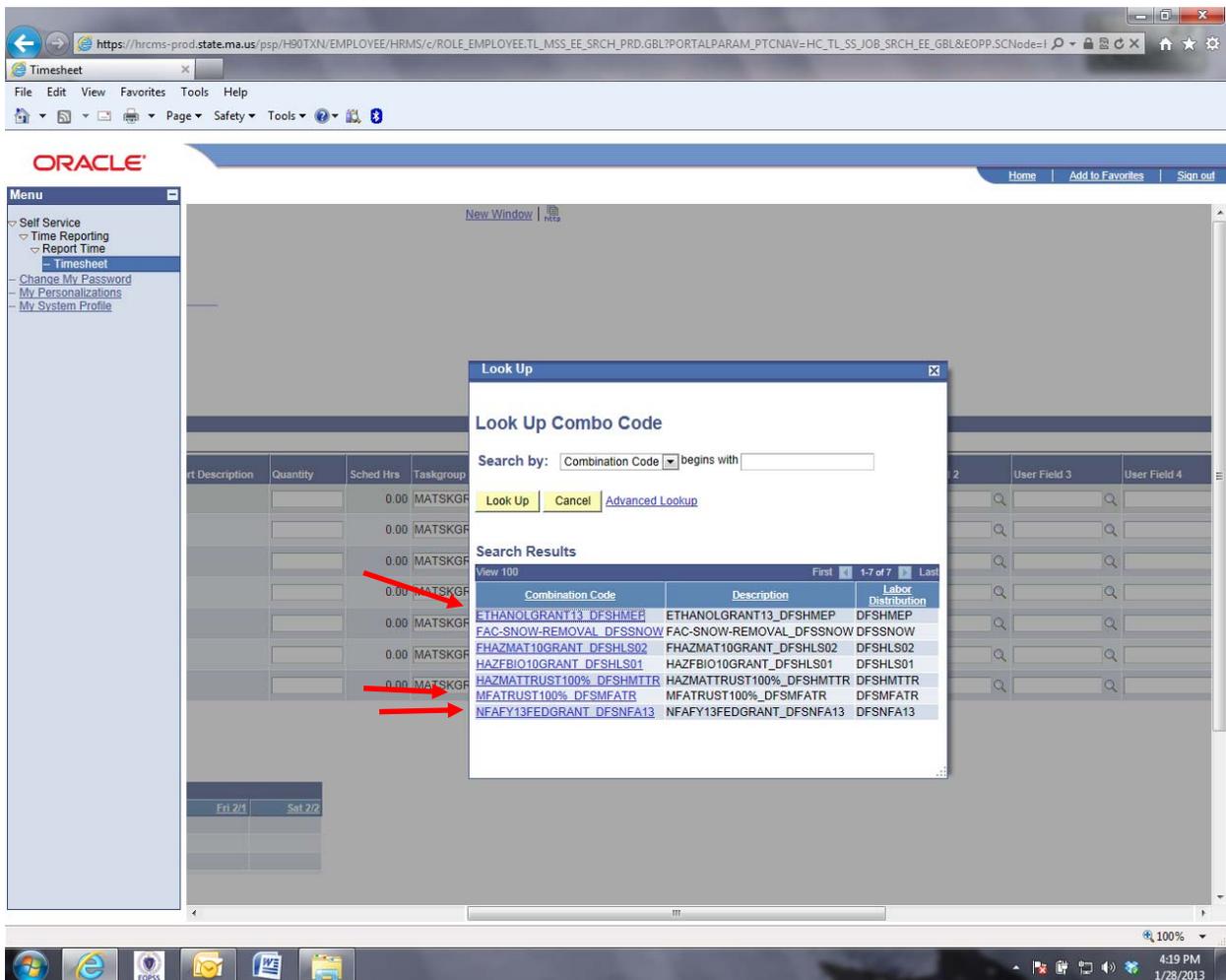
Fall River CVFFT Class ([NFAFY13FEDGRANT DFSNFA13](#))

HMEP Grant (some of the Ethanol, OLR classes) ([ETHANOLGRANT13 DFSHMEP](#))

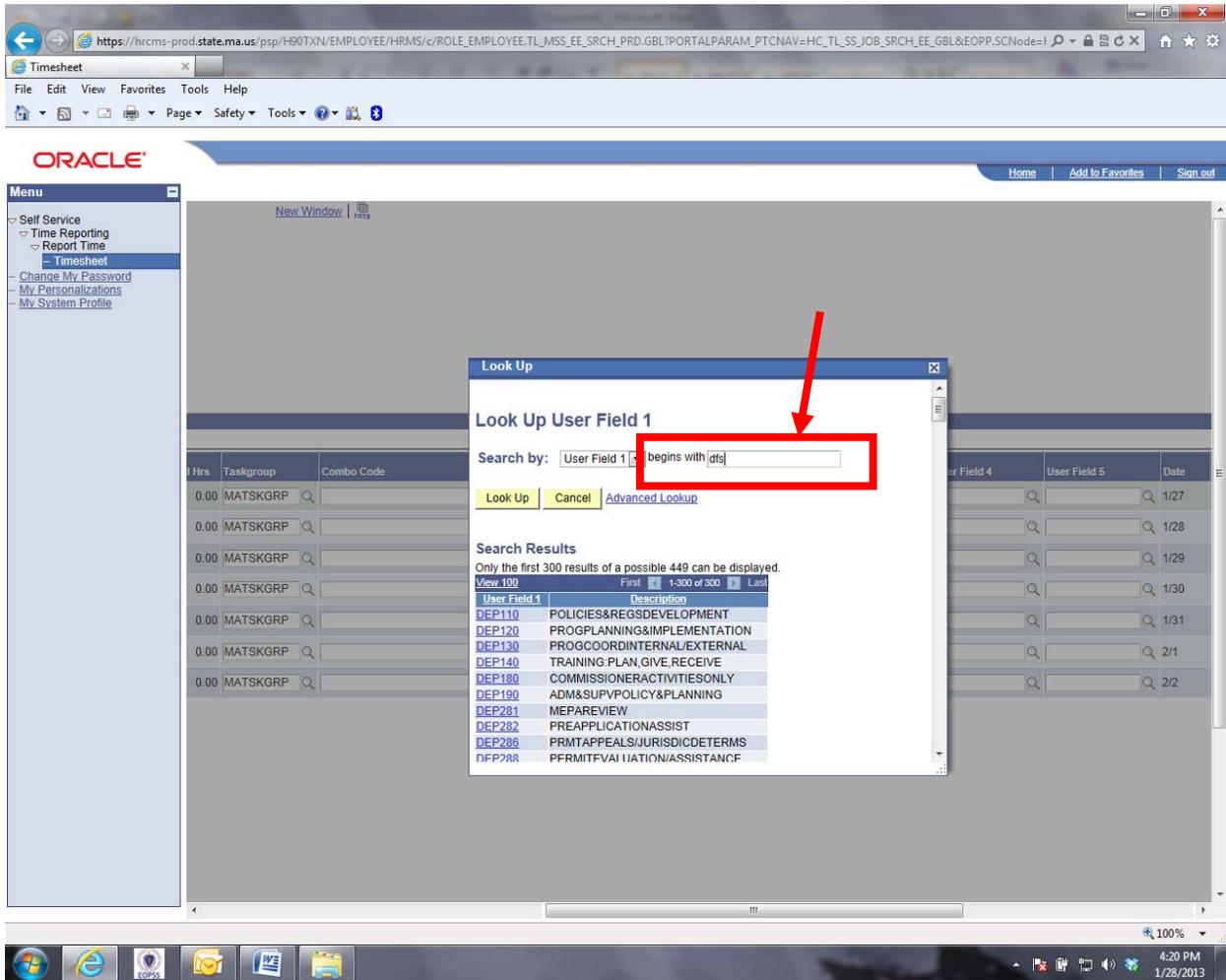
Mass Firefighting Academy Trust Fund ([MFATRUST100% DFSMFATRUST](#))

In this case, click on the magnifying glass next to the Combo Code field which will bring up the screen below. If you are working on one of those programs click on the appropriate program name. This will populate the Combo Code field with your selection.

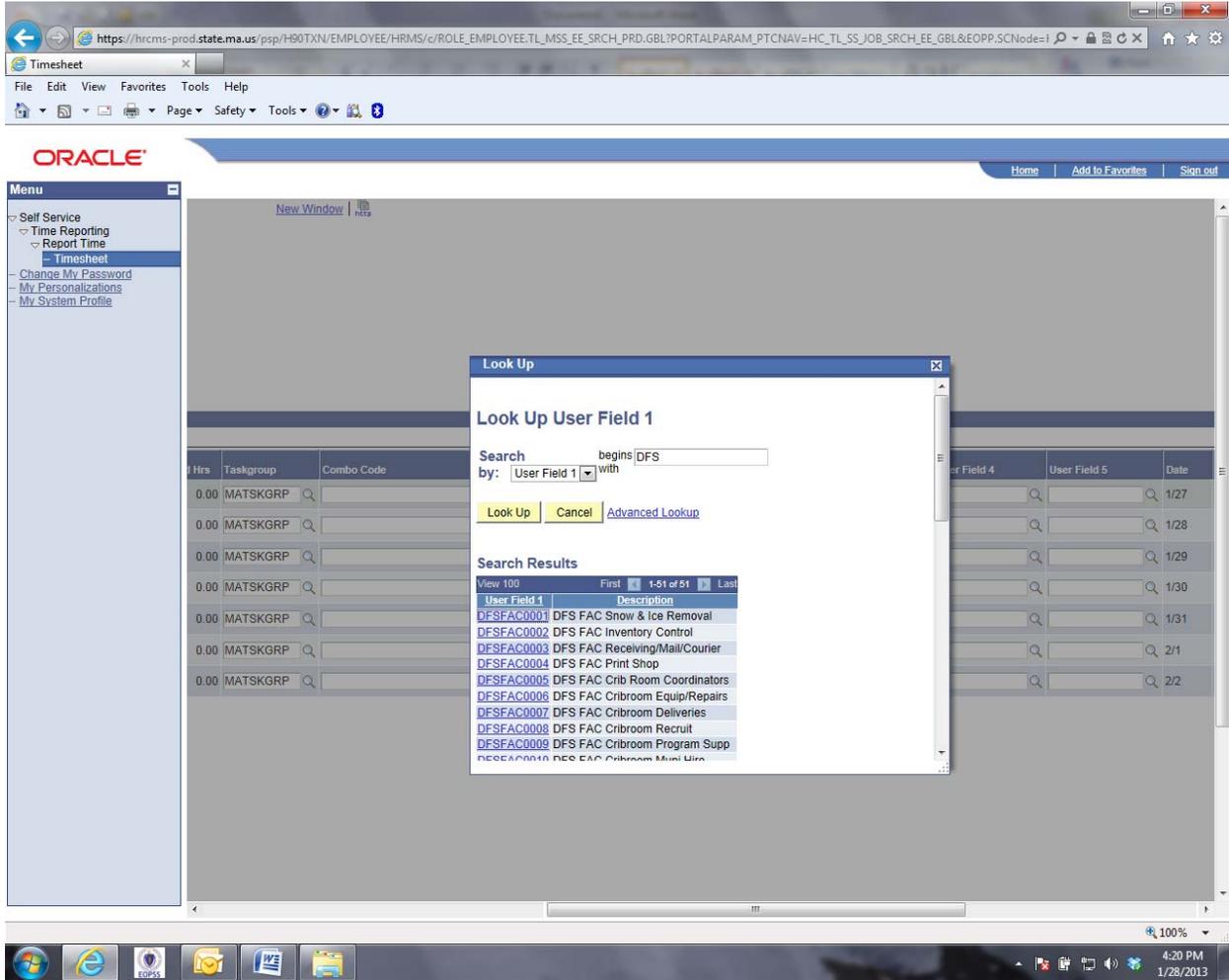
It will clearly be marked on a document in the course packet if you need to enter a Combo Code.



Next, click on the hour glass next to “**User Field 1**” and enter DFS in the “Begins with” field which will bring you to the start of the DFS codes.



This is what the screen will first look like.



Scroll through the fields until you reach the program area that you are teaching in (this is the broader program category and not the specific program.) For example, if you are teaching CVFFT, you would select “DFSMFA0001 DFSMFA Call/Volunteer Training.” This will populate the field with your selection.

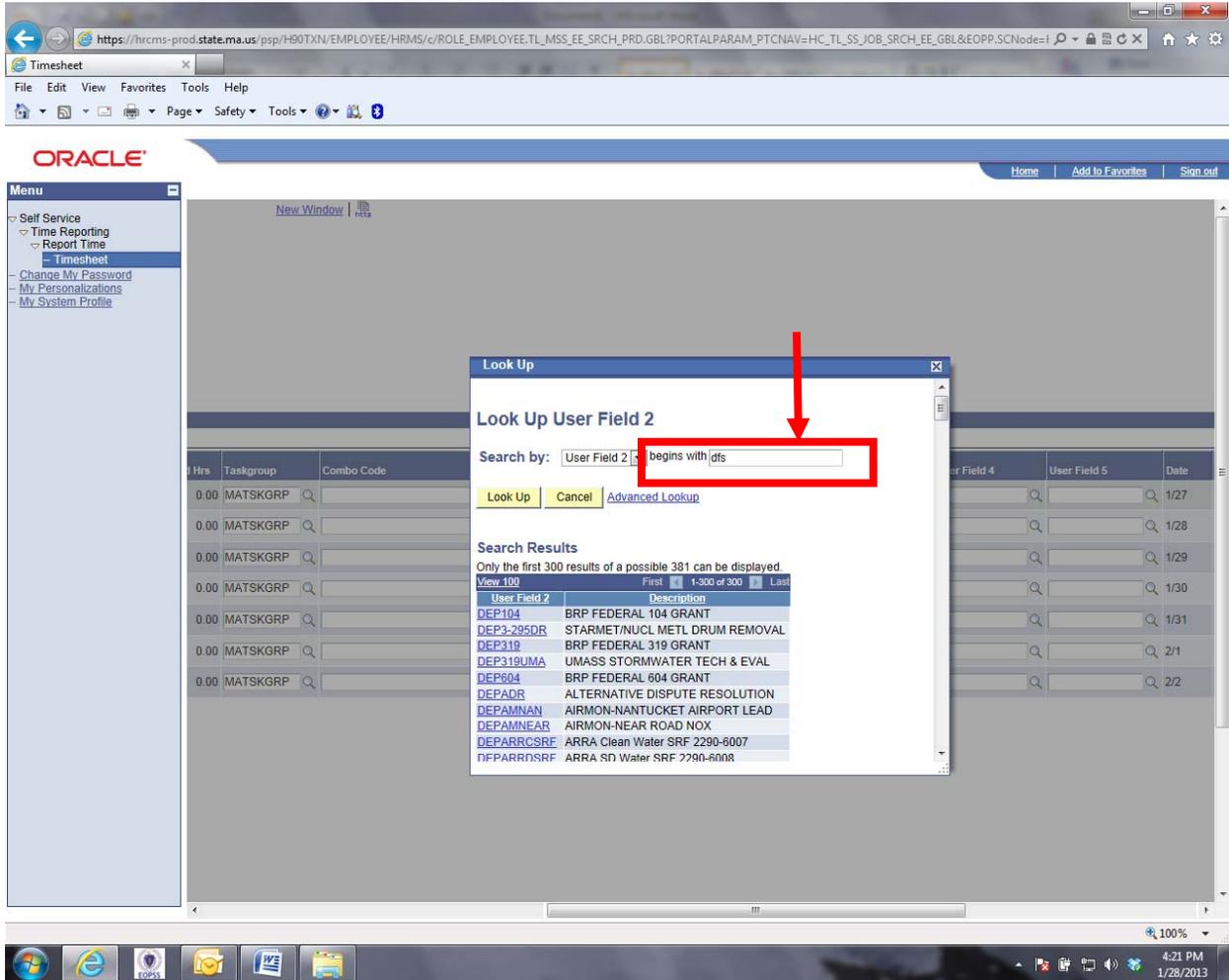
The screenshot shows a web browser window displaying the Oracle HRMS Timesheet application. The browser address bar shows the URL: [https://hrcms-prod.state.ma.us/psp/H90TXN/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.TL\\_MSS\\_EE\\_SRCH\\_PRD.GBL?PORTALPARAM\\_PTCNAV=HC\\_TL\\_SS\\_JOB\\_SRCH\\_EE\\_GBL&EOPP\\_SCNode=1](https://hrcms-prod.state.ma.us/psp/H90TXN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM_PTCNAV=HC_TL_SS_JOB_SRCH_EE_GBL&EOPP_SCNode=1). The application interface includes a menu on the left with options like 'Self Service', 'Time Reporting', and 'Timesheet'. A 'Look Up' dialog box is open, displaying a list of training programs. The background shows a table with columns for 'Hrs', 'Taskgroup', and 'Combo Code'. The Windows taskbar at the bottom shows the system time as 4:21 PM on 1/28/2013.

Hrs	Taskgroup	Combo Code
0.00	MATSKGRP	

Field 4	User Field 5	Date
		1/27
		1/28
		1/29
		1/30
		1/31
		2/1
		2/2

Program Code	Program Name
DFSHMT016	DFS Hazmat Training Delivery
DFSHMT017	DFS Hazmat Vehicle Delivery
DFSHMT018	DFS Hazmat Vehicle Maintenance
DFSHMT019	DFS Hazmat Vehicle Repair
DFSMFA0001	DFSMFA Call/Volunteer Training
DFSMFA0002	DFS MFA Certification Program
DFSMFA0003	DFS MFA Contract Training
DFSMFA0004	DFSMFA Educational Methodology
DFSMFA0005	DFS MFA Fire Officer Training
DFSMFA0006	DFS MFA FirePrev/Invstgt/PubEd
DFSMFA0007	DFS MFA Firefighter Skills
DFSMFA0008	DFS MFA Gas Training Program
DFSMFA0009	DFS MFA Hazmat Training Prog
DFSMFA0010	DFS MFA Impact Training Prog
DFSMFA0011	DFS MFA Miscellaneous
DFSMFA0012	DFS MFA Program Cross Training
DFSMFA0013	DFS MFA Recruit Training Prog
DFSMFA0014	DFS MFA Seminars
DFSMFA0015	DFS MFA Tech Rescue Training
DFSSPS0001	DFS Spec Ops Incident Response
DFSSPS0002	DFS Special Ops Maintenance
DFSSPS0003	DFS Special Ops Administration
DFSSPS0004	DFS Special Ops Training

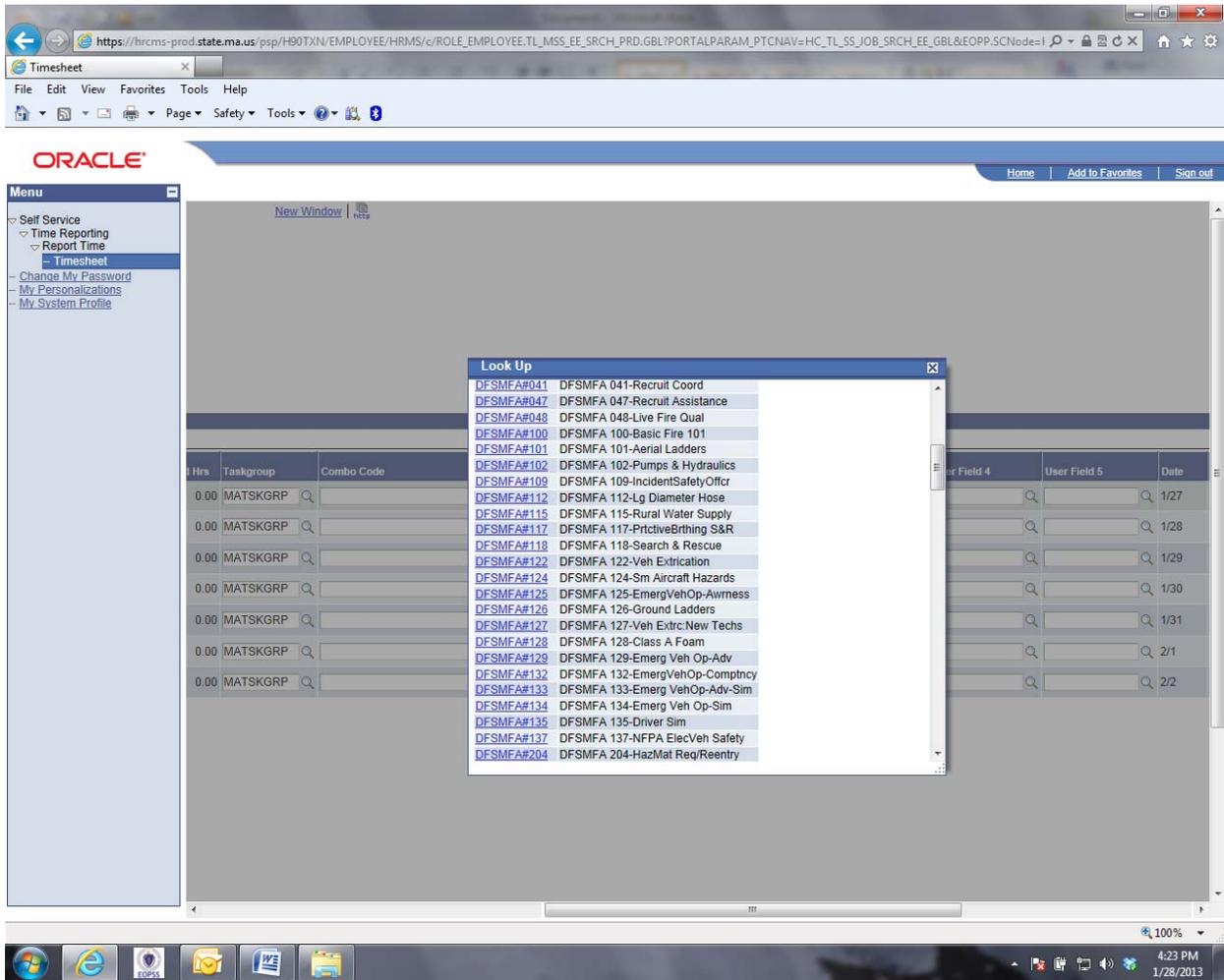
Next click on the magnifying glass next to “User Field 2” and enter “dfs” into the “Begins with” field. This will bring you to the DFS program.



From this list select the course that you are teaching. For example, if you are teaching Rural Water Supply, you would select “DFSMFA#115 DFSMFA 115-Rural Water Supply.” This will populate the field with your specific class. The course name and number have not changed.

If you cannot find your class, or are unsure, please use the code DFSMFA#MSC DFSMFA MFA-MFA Miscellaneous and send Dora an email explaining what course you were teaching in.

Courses beginning with a letter (coordinator (COR,) development (DEV,) etc.) are located at the bottom of the list.



**User Field 3** will not always be filled in but it is for use by programs that have more than one session running on a given day. For example, CVFFFT. Instructors will be told if they need to use this field. Again you will have to enter DFS in the begins with field to bring you to our selections.

The screenshot shows the Oracle HRMS Timesheet application interface. A 'Look Up' dialog box is open, titled 'Look Up User Field 3'. The search criteria are set to 'begins with DFS'. The search results table is as follows:

User Field 3	Description
DESMFASESSION1	DFS MFA Session 1
DESMFASESSION2	DFS MFA Session 2
DESMFASESSION3	DFS MFA Session 3
DESMFASESSION4	DFS MFA Session 4
DESSPS0101	DFS SPS 101-Incident 1-ISU 1
DESSPS0102	DFS SPS 102-Incident 2-ISU 1
DESSPS0103	DFS SPS 103-Incident 3-ISU 1
DESSPS0104	DFS SPS 104-Incident 4-ISU 1
DESSPS0105	DFS SPS 105-Incident 5-ISU 1

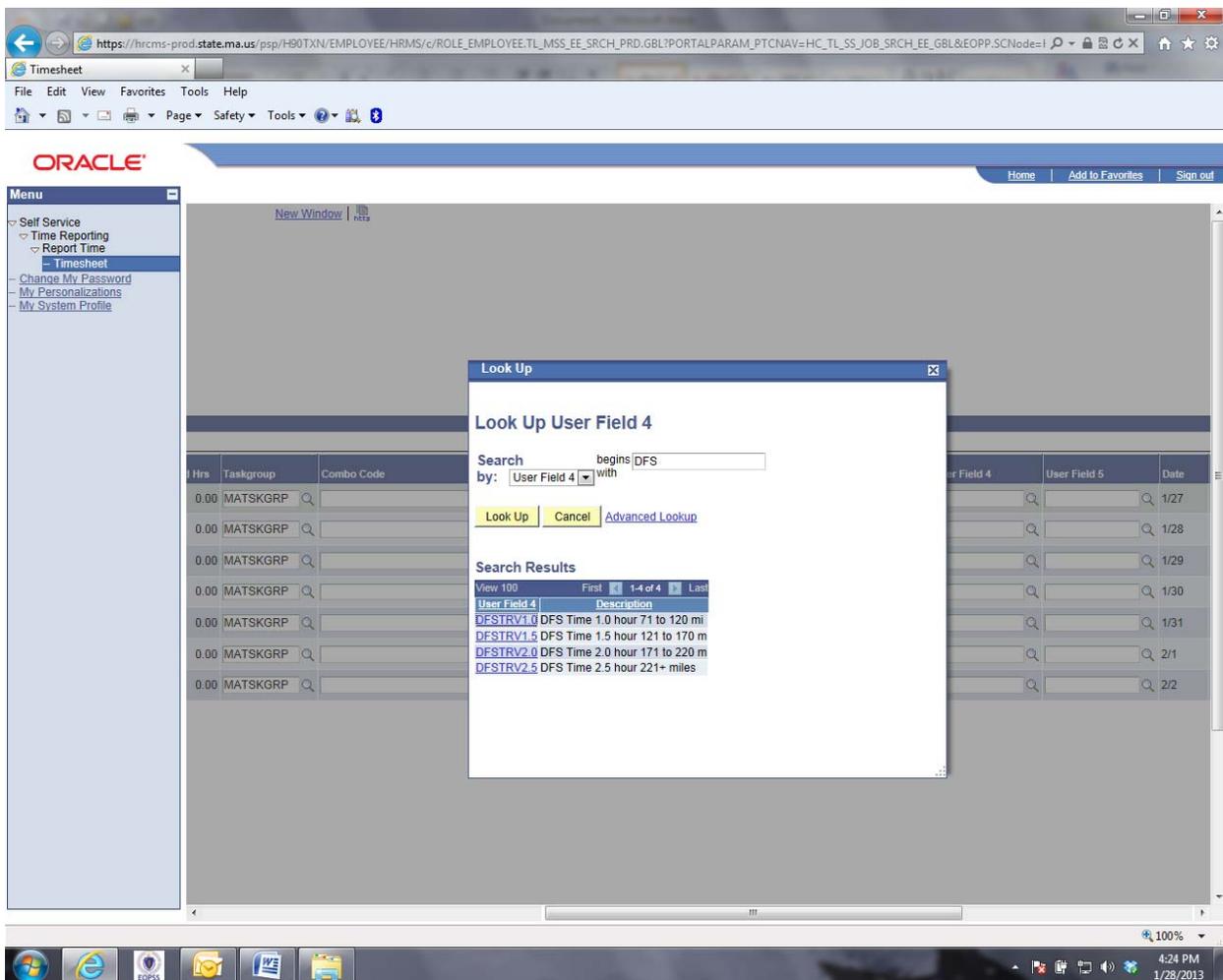
The background application shows a table with columns: Hrs, Taskgroup, Combo Code, User Field 4, User Field 5, and Date. The 'Hrs' column contains values like 0.00, and 'Taskgroup' contains 'MATSKGRP'. The 'Date' column shows dates from 1/27 to 1/30.

**User Field 4** will be used when entering travel time.

In the event that you have travel time to enter, you will need to split this time at the start and end of your teaching hours. For example, if you qualify for 1.5 hours of travel, these need to be entered at .75 hours before the class and .75 hours after the class.

As before, click on the magnifying glass and enter DFS in the “Begins with” field to bring you to our fields. Click on the amount of travel time that you are owed. This will allow the time approver to know that the time, above the scheduled course hours, are for travel.

**NOTE:** MapQuest (or similar) will still need to be submitted and include your starting and ending odometer reading. The mileage reimbursement will be added to your pay by our HR staff.



In the event that you work more than one program in a day (for example you teach two Impact classes or you teach Recruit during the day and CVFFT at night) you will need to add a line to that date. To do this, click on the “+” sign to the far right of the date line.

This will add another line for that date. Enter all the same information, Start, break and end time, Combo Code, User Fields, etc. as for any class assignment.

**NOTE:** You cannot use the same time for the end of one line and the start of another. For example if you work administrative time (COR) until 2:00:00PM and then do development work (DEV) until 4:00:00PM you cannot use 2:00:00PM on both lines. The work around is to use the end time of 2:00:00PM for the COR time and a start time of 2:00:01PM for the DEV with a corresponding end time of 4:00:01PM so that you get paid for the whole two (2) hours.

**NOTE:** This **does not** apply to working for two divisions. If you also have a contract with another division (Special Operations, Haz Mat Response, etc.) you will need to select that position from your initial profile and then enter the time on that timesheet.

Id 2	User Field 3	User Field 4	User Field 5	Date	Comments	Time Zone	Reported Time Source		
				1/27	No Comments	EST	Online	-	+
				1/28	No Comments	EST	Online	-	+
				1/29	No Comments	EST	Online	-	+
				1/30	No Comments	EST	Online	-	+
				1/31	No Comments	EST	Online	-	+
				2/1	No Comments	EST	Online	-	+
				2/2	No Comments	EST	Online	-	+

Once all of the information has been added for a class, scroll all the way back to the left and click the “Submit” button to send in your pay.

The screenshot displays the Oracle HRMS Timesheet application. The browser address bar shows the URL: [https://hrcms-prod.state.ma.us/psp/H90TXN/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.TL\\_MSS\\_EE\\_SRCH\\_PRD.GBL?PORTALPARAM\\_PTCNAV=HC\\_TL\\_SS\\_JOB\\_SRCH\\_EE\\_GBL&EOPP\\_SCNode=1](https://hrcms-prod.state.ma.us/psp/H90TXN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM_PTCNAV=HC_TL_SS_JOB_SRCH_EE_GBL&EOPP_SCNode=1). The Oracle logo is visible at the top left. The main content area is titled "Timesheet" and includes the following information:

- Job Title: Program Coordinators
- Empl ID: [Blank]
- Employee Record Number: 2

Below this information, there are navigation options: "Click for Instructions", "View By: Week", "Date: 01/27/2013", and buttons for "Refresh", "<< Previous Week", and "Next Week >>". The "Reported Hours" and "Scheduled Hours" are both listed as 8.000 Hours.

The main data table is titled "Timesheet From 01/27/2013 to 02/02/2013" and contains the following columns: Day, Date, Status, In, Meal Out, Meal In, Out, Punch Total, TRC, Short Description, Quantity, Sched Hrs, Taskgroup, and Combo Code. The data rows are as follows:

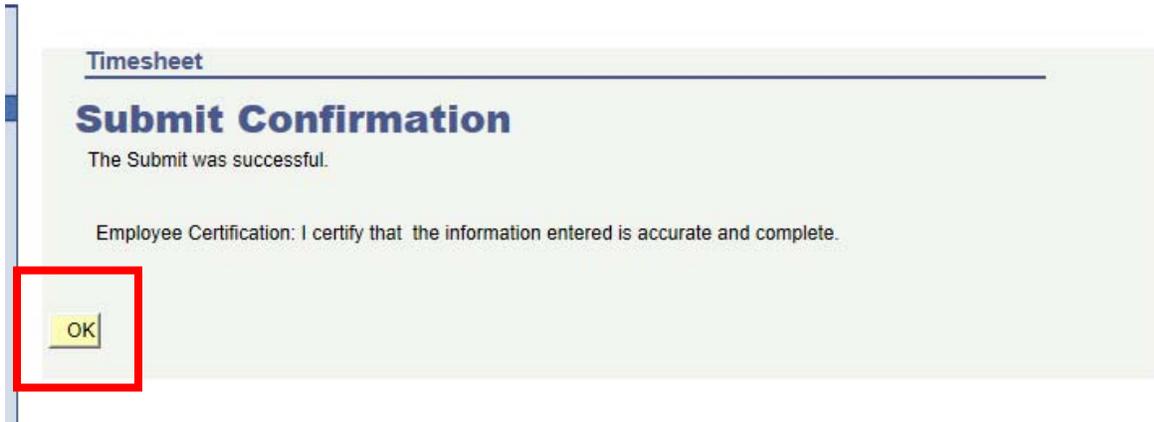
Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Short Description	Quantity	Sched Hrs	Taskgroup	Combo Code
Sun	1/27	Needs Approval	8:30:00AM	12:00:00PM	12:30:00PM	5:00:00PM	8.000				0.00	MATSKGRP	
		New									0.00	MATSKGRP	
Mon	1/28	New									0.00	MATSKGRP	
Tue	1/29	New									0.00	MATSKGRP	
Wed	1/30	New									0.00	MATSKGRP	
Thu	1/31	New									0.00	MATSKGRP	
Fri	2/1	New									0.00	MATSKGRP	
											0.00	MATSKGRP	

Below the table, there are "Submit" and "Clear" buttons. A red box highlights the "Submit" button. Below the buttons is a "Reported Hours Summary" section with a "click to hide" link. The summary table is as follows:

Category	Total	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2
Total Reported Hours	8.000	8.000						
Total Scheduled Hours								
Schedule Deviation	8.000	8.000						

The bottom of the screenshot shows the Windows taskbar with the system clock displaying 4:26 PM on 1/28/2013.

You will then be prompted to certify that the information is correct. Once you click “OK” which will enter your time.



Timesheet

## Submit Confirmation

The Submit was successful.

Employee Certification: I certify that the information entered is accurate and complete.

OK

Congratulations, you have now successfully submitted your time for that class.

**REMEMBER:**

- MapQuest (or similar) and odometer readings still need to be submitted.
- Mileage reimbursement will be added later by our HR staff.
- Stipends (OD, Lead Instructor, EMS, Logistics, PT, etc.) need to be recorded on the **paper** timesheet in the packet and will be added later by our HR staff.
- For questions around the use of the system, password reset, or issues related to access please contact the MassHR Employee Service Center at 1-855-447-7778. Their hours are Monday – Friday 6:30am to 5:30pm and Saturday from 8:00am to noon.
- For questions around what program codes to use, or specifics of our policies, please contact Megan Kasaras at 978-567-3203.