

(Date)

Time Approval with Self-Service Time and Attendance (ePostcard #4)

Self-Service Time and Attendance (SSTA) enables easy online approval of reported time.

For the Employee

With Self-Service Time and Attendance (SSTA), once you have reported your time, your manager/supervisor will review and approve your time. All you need to do is make sure you report your time. Your agency will let you know how you will report your time (i.e., using an online timesheet, time collection device (TCD), or interactive voice response (IVR) system.

Remember:

- If you use an online timesheet to report your time and you change your timesheet after your manager/supervisor has approved your reported time, your manager/supervisor will need to approve the change.

Visit www.mass.gov/massshr/training to view online learning courses and job aids for reporting time.

For the Time Approver

Approving Time Reported via Online Timesheet

If your employees report their time using an online timesheet, you will approve their reported time online using the Manager's Dashboard.

To review and approve time reported via TCD, you will:

1. Log in to SSTA
2. Navigate to the Manager's Dashboard
3. Review your employees' reported time using the Employee Detail View
4. Select the reported time you wish to approve
5. Click Approve Selected!

Approving Time Reported via TCD

To approve reported time on employee timesheets for employees reporting time via a Time Collection Device (TCD), you will follow a slightly different path.

To review and approve reported time from a TCD, you will:

1. Log in to SSTA

2. Navigate to Manager Self-Service
3. Select Time Management, then Timesheet
4. Review your employees' reported time, reviewing the TCD column indicating the TCD used to report time
5. Select the reported time you wish to approve
6. Click Approve Selected!

A review of detailed time approval scenarios is included in the online learning for time approvers located at www.mass.gov/masshr/training. View the job aids located on the same page for a detailed, step-by-step guide to time approval.

<insert specialized content – If your agency will be using Labor Distribution, include the specialized content [Approving Time with Labor Distribution](#) located at the end of this document>

Delegation

If you will be away on vacation, you may delegate time approval for your employees to another time approver. Delegation is intended for short periods of time only. Make sure to let your employees know who will approve their time in your absence.

If another manager delegates the approval of their employees' time to you, select that manager's Group ID on the Dashboard Summary page to view and approve their employees' time.

Online Learning for All Employees

Comprehensive online learning courses and supplemental job aids for both employees and time approvers are available now! Visit www.mass.gov/masshr/training to get started.

As always, the MassHR Project Team welcomes your feedback and questions!

Review our Frequently Asked Questions at www.mass.gov/masshr to see if your question may have been answered, or email us at MassHRInfo@MassMail.State.MA.US.

Specialized Content – Approving Time with Labor Distribution

To approve reported time on employee timesheets using Labor Distribution, you will follow a slightly different path.

To review and approve reported time with Labor Distribution, you will:

1. Log in to SSTA
2. Navigate to Manager Self-Service
3. Select Time Management, then Timesheet
4. Review your employees' reported time, reviewing selected Combo Codes and User Fields
5. Select the reported time you wish to approve
6. Click Approve Selected!