Instructor Tips for Self Serve Time and Attendance (SSTA)

Any issues logging in call:
MassHR Employee Service Center
1-855-447-7778

SSTA can be accessed at www.mass.gov/masshr.
Select Login to Employee Self-Service to enter your time.

- Your user ID is your Employee ID. When entering for the first time your password will be your employee ID plus last four digits of SS#.
- Choose Time sheet.
- Enter your time on the date you worked by entering your starting time- IN and ending time – OUT. If you worked more than 6 hours, a 30 min break should be entered in MEAL in and MEAL out.
- Use the sign in sheet to enter the user field and combo codes.
  New instructors (first 36 hours) will use DFSMFA0018 in user field 1 and DFSMFA#AUD in user field 2.
- ✓ Enter user field 1; click the magnifying glass to the right. Enter DFSMFA in the 'search by' box and click 'lookup' for the appropriate training area using the first three numbers of the account code.
- ✓ Enter user field 2 using the second three numbers of the account code and follow the same process as above.
- ✓ User field 3 is used ***only*** if directed by the coordinator or lead instructor.
- ✓ If you qualify for travel time, enter travel time to your punch time AND enter the travel code in user field 4. This includes travel, carpool, ferry travel, etc. Enter DFS for the lookup. *You may also type the codes in the user fields.*
- ✓ Click submit. This is your electronic signature.

Please keep in mind your contract stipulates the following:

Round Trip Distance	Time Allowance
0 to 70 miles	0 hours
71 to 120 miles	1 hour
121 to 170 miles	1.5 hours
171 to 220 miles	2 hours
221 plus (+) miles	2.5 hours (max. allowed)

- *If you worked two courses in one day, have two forms of travel (ferry and mileage), or mileage reimbursement (C98) has been entered, a line will need to be added.* ***To add a line click the + at the far right of the day****. Then start from the beginning by entering the time in and out. If one course ended at 3PM the next line must be at least 3:00:01PM or after.*

Please keep in mind:

- All instructors must sign the sign-in sheet for the program worked. These sheets are used to verify who worked and any 'stipend' payments. Stipends are OD, Lead Instructor, EMS, Logistics, PT, etc. **Do not** enter stipend time in your SSTA. Our HR staff will add the stipend payment separately and will be represented on your pay stub as additional pay.

- ***Your SSTA time must match the time sheet you signed***.

- Travel time or mileage reimbursement will require printed directions from a website like Google Maps. On the timesheet, enter starting and ending odometer readings (round trip). Any mileage reimbursement will be added separately by our HR staff on a separate line.

- If you are carpooling in someone else's vehicle, you qualify for the driver's travel time. Printed travel directions and odometer readings are still needed – check carpool on timesheet. Again, enter the travel time to the punch times and enter the CARPL user field 4.