MPTC Instructions for Selecting a Combo Code

How to Navigate

Utilizing this Workbook

1. Select the appropriate location

2. Narrow down the Category

3. Search Curriculum

4. Determine Combo Code

    This Combo Code will be used in SSTA

In SSTA

1. Sign into HRCMS

2. Select Timesheet

3. Enter Total Hours per day

    Each Combo Code will require it's own line

4. Under TRC, click magnifying glass

5. Select REG or REC (whichever you have available)

6. Scroll to the right

7. Under Combination Code, click magnifying glass

    In the search field ("begins with") paste in your Combo Code

8. Click blue hyperlinked code

9. Save for later or Sumbit at end of work week