

# MPTC



\*Excellence Through Education\*

## Transitioning Contract Instructors to Online Payroll

January 27, 2022

The MPTC is pleased to announce that we will be transitioning to online payroll system for all contracted instructors beginning Sunday, January 30, 2022, using the self-service time and attendance (SSTA) website:

<https://hrcms-prod.state.ma.us>.

**Login:** Your six-digit employee Identification Number

**Password:** Your employee ID followed by the last four digits of your social security number. The system will prompt you to change it immediately.

HRD has created SSTA profiles for all MPTC contracted instructors. Please login, change your password, and familiarize yourself with the system. If you need your employee identification number, all Academy Directors, Program Coordinators and Statewide Coordinators have a list and can provide that information to you.

Beginning Sunday, January 30, 2022, you will begin entering your hours worked in SSTA. You will identify the location and class taught from a drop-down menu, and then enter the total number of hours worked each day. All Academy Directors, Program Coordinators and Statewide Coordinators will send a weekly summary of instructor hours worked to the MPTC Director of Program and Standards for approval.

Self-Service Time and Attendance is available for time entry and approval 24/7 from a computer, tablet or phone, except for 30 minutes every evening starting at 6 p.m. when the system is down briefly for processing. The system may occasionally be down for maintenance; any changes to availability will be posted on [www.mass.gov/massshr](http://www.mass.gov/massshr). SSTA allows you to access your tax forms, access pay stubs, update your direct deposit information and change your address.

Time must be entered weekly. We encourage Instructors to enter their time as soon as the class is completed. You are not able to enter time retroactively. We have posted a 2022 pay calendar to our website so you can see how each two-week pay period is processed.

Please submit any outstanding pay vouchers to our fiscal department as soon as possible. Beginning Sunday, February 13, 2022, the MPTC will no longer be accepting paper pay vouchers for work done after that date.

If you have any questions please contact Andrea Nardone at [andrea.w.nardone@mass.gov](mailto:andrea.w.nardone@mass.gov).