

## PAYROLL INSTRUCTIONS FOR MPTC INSTRUCTORS (revised 10/2023)

Please complete the following steps to submit your weekly instructor time in the HR/CMS SSTA system. This should be completed any time you are being paid by the MPTC. **Please remember that hours must be entered during the week they are worked.**

1. Sign into HR/CMS using the following QR Code: 
2. Select "Timesheet" 
3. Complete the timesheet.

- a. Enter total hours worked each day (Note: each combination code will require its own line. To add a line, click on the "+" sign)
- b. Under "TRC", click on the magnifying glass and select "REC".
- c. Under "Combination Code", click on the magnifying glass and select your combination code. ([Here is a glossary of codes](#) for your information.)
- d. Click on the "Save for Later" button if you need to add more hours later, or "Submit" button if you have completed the timesheet.
- e. Add comments located under the timesheet submission. Comments should include hours worked, location, topic, etc.

		Sun 10/1	Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Fri 10/6	Sat 10/7	Total	TRC	Type	Short Description	Combination Code
+	-	<input type="text"/>	<input type="text"/>	7.250	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.250	REC <input type="text"/>	Hours	ContrPay	INSV_CJTINSV <input type="text"/>
+	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.000	<input type="text"/>	<input type="text"/>	6.000	REC <input type="text"/>			ROC_RAND18_CJTRA18 <input type="text"/>

(a) → (b) → (c) →

(d) →

	Date	User ID	DateTime Created	Source	Comment
1	10/03/2023	000000	10/03/2023 6:25PM	Time Reporting	Taught In-Service Health & Wellness 10/3 Randolph 9-3pm

(e) ←

In addition to entering your time into HR/CMS, please also add your time in a Microsoft Form created by the MPTC. Scan the following QR Code:



The information you enter into the form will assist directors in approving your hours worked appropriately and in a timely manner.

Additional information about the payroll process is located on the [MPTC Instructor webpage](#).