

# Transitioning Instructors to Online Payroll (SSTA)

January 10, 2022 and January 12, 2022

Virtual Training

MPTC



\*Excellence Through Education\*

# Overview of the Process

# The Team

Lia Avelino-Ford, MPTC Fiscal

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Sarah Miller, Human Resources

Monica Munoz-Perkins, EOPSS, Secretariat Deputy Human Resources Director

Andrea Nardone, MPTC, Director of Training

Gina Papagiorgakis, EOPSS, Director of Analytics and Training

Ariel Perez, MPTC, Chief Financial Officer

# Handouts

1. List of SSTA Codes
2. MassHR Employee Self-Service Guidance
3. Questions and Answers for Self-Service Time and Attendance (SSTA)
4. 2022 Pay Calendar
5. List of Employee IDs

# Hiring Process

## Process:

- 1<sup>st</sup> – Instructor Contract
- 2<sup>nd</sup> – HR reviews contract and hires
- 3<sup>rd</sup> – HR Notifies instructor of employee ID
- 4<sup>th</sup> – Instructor services begin

\* Instructors are NOT able to teach for the MPTC until they are hired in the system and have been given their employee ID from Human Resources.

# Overview of the Rollout

- Present - HRD loading all employees and codes
- 1/30/22 – SSTA for instructors is live

# Codes

- List of codes (sent as attachment)
  - Location
  - ROC, Bridge, Specialized, SWC, HSD

# Logging In to Self-Service Time and Attendance (SSTA) for the First Time



# Logging In to Self-Service Time and Attendance (SSTA) for the First Time

- Login to SSTA at <https://hrcms-prod.state.ma.us>
- Enter your employee ID in the user ID field and your assigned password to get to your online timesheet.
- The first time you login to SSTA, you will be prompted to change your password.  
\*Please follow the directions on *MassHR Self-Service Instructions*.
- Employee Identification Numbers (sent as attachment)

# Self-Service Time and Attendance (SSTA)

SSTA gives you the capabilities to make changes to your profile such as:

- Direct deposit
- Tax information
- Change of Address

# Self-Service Time and Attendance (SSTA)

- If instructors are off-site and don't have access to a computer per-say they can use their phone, a tablet, etc.
- SSTA is on the Web and can be accessed everywhere.

# Pay Periods and Entering Time

# Entering Time

- We encourage Instructors to enter their time as soon as the class is completed.
- Hours must be entered in real time.
- You cannot enter time retroactively.

Self-Service Time and Attendance is available for time entry and approval 24/7, 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/masshr](http://www.mass.gov/masshr).

# Entering Time

Entering Statewide Coordinator Hours: Divide the minutes of work by sixty (60)

Example: If you take a phone call for 15 minutes

$$15 \div 60 = 0.25 \text{ entered into SSTA}$$

# Preparing for the Rollout

- Encourage your instructors to ensure their contact information in ACADIS is correct.
- Make sure all outstanding pay vouchers are submitted to MPTC fiscal ASAP.
- Familiarize yourself with the combo codes.
- Ask questions now.

# Cut off Dates

- No paper vouchers will be accepted for work done beginning on 2/13/22.
- The pay vouchers will be rejected and the instructor will be redirected to enter time in SSTA.



# Missing Time

If an instructor fails to enter their hours into SSTA and misses the pay period, the program coordinator, statewide coordinator or academy director will notify Andrea Nardone, Director of Training who will elevate it to HR.

# Problems/Questions

Employee Service Center, (ESC), call 1-855-447-7778 or 617-979-8500  
for assistance.

6:30am – 5:30pm, Monday - Friday

# When Will the Instructor Be Paid

- Please refer to the Massachusetts State Employees HR/CMS Pay Calendar 2022 for dates (sent as attachment).

Example: I receive a paycheck on Friday, January 7, 2022. The dates I am being paid for is December 19, 2021 – January 1, 2022.

# Approval of Time

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- Weekly – All Academy Directors, Program Coordinators and Statewide Coordinators are asked to send a weekly summary (sent as attachment) that includes the following:
  1. The name of the instructor
  2. Training location
  3. Class title
  4. Date
  5. Hours of instruction

# Approval of Time

- Summaries of time sent to Shane Rodriguez, Director of Programs and Standards by 3:00pm on Friday.
- Please keep a copy of all summaries for your records.

# Approval of Time

- Temporary solution until the system is up and running.

Questions?



Thank you!