

Self-Service Time and Attendance Reporting Time for Part-Time Non-Benefited Employees

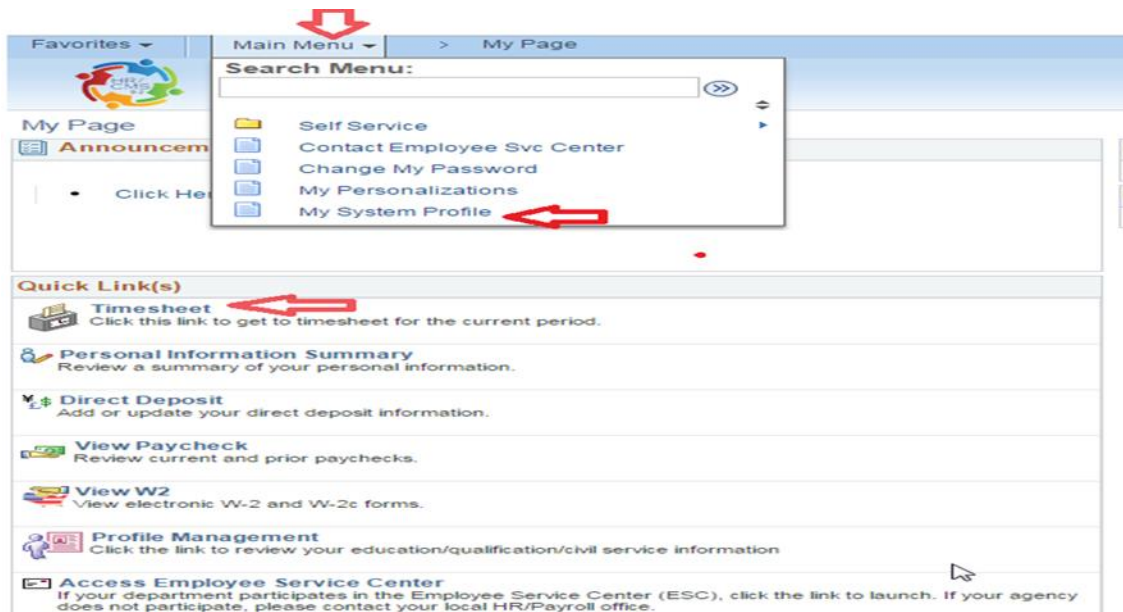
- To access the online system, go to www.hcc.edu and click on the “**SSTA/Payroll Self Service**” link at the bottom of the page or go to www.mass.gov/masshr and click on the “**Employee Self Service**” link at the bottom of the page. You can do this either from work or from any other computer with internet access. You might want to mark it as a “Favorite” or put a link directly on your desktop. If your system is unresponsive there could be a compatibility issue with your internet browser so try a different browser (Mozilla Firefox).
- Your **User ID is your 6 digit Employee ID number**. This is the number that payroll assigns and uses to pay you each week. If you do not know your Employee ID, please ask your supervisor or Payroll for it.
- Your **initial password is the first initial of your first Name (upper case) + first initial of your last Name (lower case) + your 6 digit Employee ID number + the last 4 of your SSN**.

For Example:

Employee Name: Jane Doe
Employee ID Number: 001297
SSN: 555-55-5555

Your password would be: **Jd0012975555**

When you log in for the first time, the system will ask you to re-set your password and select a security question. You will be asked your security question if you forget your password and need to re-set it in the future. Passwords must be 10 characters long and must include a combination of upper case letters, lowercase letters and numbers. Once you have logged in, you'll see the following screen.



- Click **Main Menu** and select **My System Profile** link to update your email address and click **Save**.
- Click on **Timesheet** from the **Quick Links** to start navigating to your timesheet.

An example of a blank timesheet:

Contracted Seasonal Employees Empl Record 1

Actions Earliest Change Date 05/03/2015

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 05/03/2015 [X] [R]

Scheduled Hours 0.000 Reported Hours 0.000 Elapsed Timesheet

From 05/03/2015 to 05/09/2015 ?															
Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type	Short Description	Quantity	Sched Hrs	Date	
Comments	Sun	5/3	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	5/3	<input type="button" value="+"/> <input type="button" value="-"/>
Comments	Mon	5/4	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	5/4	<input type="button" value="+"/> <input type="button" value="-"/>
Comments	Tue	5/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	5/5	<input type="button" value="+"/> <input type="button" value="-"/>
Comments	Wed	5/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	5/6	<input type="button" value="+"/> <input type="button" value="-"/>
Comments	Thu	5/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	5/7	<input type="button" value="+"/> <input type="button" value="-"/>
Comments	Fri	5/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	5/8	<input type="button" value="+"/> <input type="button" value="-"/>
Comments	Sat	5/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	5/9	<input type="button" value="+"/> <input type="button" value="-"/>

Save for Later
Submit
Clear
Apply Schedule

- Enter time for the days you have/will have worked in the current week (Sunday through Saturday). You must enter your time with a colon and with am/pm (i.e. 8:00am). You **do not** need to enter anything in the **TRC** column.
 - If you are working a shift 6 hours or less, you must report the beginning of your shift in the "In" field and the end your shift in the "Out" field.
 - If you are working a shift more than 6 hours, you are required to take a 30 minute meal break. You must report your meal period in the Meal Out and Meal In fields.
 - For APPL time for MCCC employees only**, enter your regular work hours on the appropriate day that you are using the approved leave time. Click on the "No Comments" link to enter a comment of "APPL" and then click the OK button.
 - For employees working on multiple contracts**, enter the time you worked. Click on the "No Comments" link to enter either the payroll contract # or a short description of the worked performed and then click the OK button.
 - If you need to delete hours, click on the minus (-) sign to delete the row. Use the plus (+) sign to add a row if needed.
- When your timesheet is accurate, click the submit button.
- The **SUBMIT CONFIRMATION** page will display. By clicking the **OK** button on this page, you are certifying your attendance record.
- Review your **REPORTED HOURS** to make sure the total is what you have worked for the week.

An example of a completed timesheet (with a meal period):

Contracted Seasonal Employees Empl Record 1
 Actions ▾ Earliest Change Date 05/03/2015

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 05/03/2015 ↻

Scheduled Hours 0.000 Reported Hours 18.500 Elapsed Timesheet

From 05/03/2015 to 05/09/2015 ?

Select	Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type	Short Description	Quantity	Sched Hrs	Date	
<input type="checkbox"/>	Comments	Sun	5/3	New										0.00	5/3	+ -
<input type="checkbox"/>	Comments	Mon	5/4	Needs Approval	9:30:00AM			1:30:00PM	4.000					0.00	5/4	+ -
<input type="checkbox"/>	Comments	Tue	5/5	Needs Approval	9:30:00AM			1:30:00PM	4.000					0.00	5/5	+ -
<input type="checkbox"/>	Comments	Wed	5/6	Needs Approval	9:30:00AM			1:30:00PM	4.000					0.00	5/6	+ -
<input type="checkbox"/>	Comments	Thu	5/7	Needs Approval	10:30:00AM	12:30:00PM	1:00:00PM	5:30:00PM	6.500					0.00	5/7	+ -
<input type="checkbox"/>	Comments	Fri	5/8	New										0.00	5/8	+ -
<input type="checkbox"/>	Comments	Sat	5/9	New										0.00	5/9	+ -

Save for Later Submit Clear

An example of a completed timesheet with multiple entries on the same day. Use the plus (+) to add a row, if an additional entry is needed on the same day.

Contracted Seasonal Employees Empl Record 1
 Actions ▾ Earliest Change Date 04/12/2020

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 03/29/2020 ↻ Previous Employee Next Employee

Scheduled Hours 0.000 Reported Hours 18.500 Elapsed Timesheet

From 03/29/2020 to 04/04/2020 ?

	Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type	Short Description	Quantity	Sched Hrs	Date	
+ -	Add Comments	Sun	3/29	New										0.00	3/29	+ -
+ -	Add Comments	Mon	3/30	Approved	8:00:00AM			2:00:00PM	6.000		Hours			0.00	3/30	+ -
+ -	Add Comments			Approved	3:00:00PM			4:00:00PM	1.000		Hours			0.00	3/30	+ -
+ -	Add Comments	Tue	3/31	Approved	10:00:00AM			12:00:00PM	2.000		Hours			0.00	3/31	+ -
+ -	Add Comments			Approved	2:00:00PM			6:00:00PM	4.000		Hours			0.00	3/31	+ -

- Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews the time you submit and approves it, the status will change to **APPROVED**.
- To log out of SSTA, click on the **SIGN OUT** link in the upper right corner of the timesheet.
- **Please submit your time each Thursday by 2:00 p.m. If you do not submit your time so that it can be approved by Thursday at 5:00 p.m., it could result in you not being paid. You can only go back one pay period to make adjustments.**

If you ever need assistance, call Shannon Shatos at ext. 2209 or Erin O'Neill at ext. 2409.