

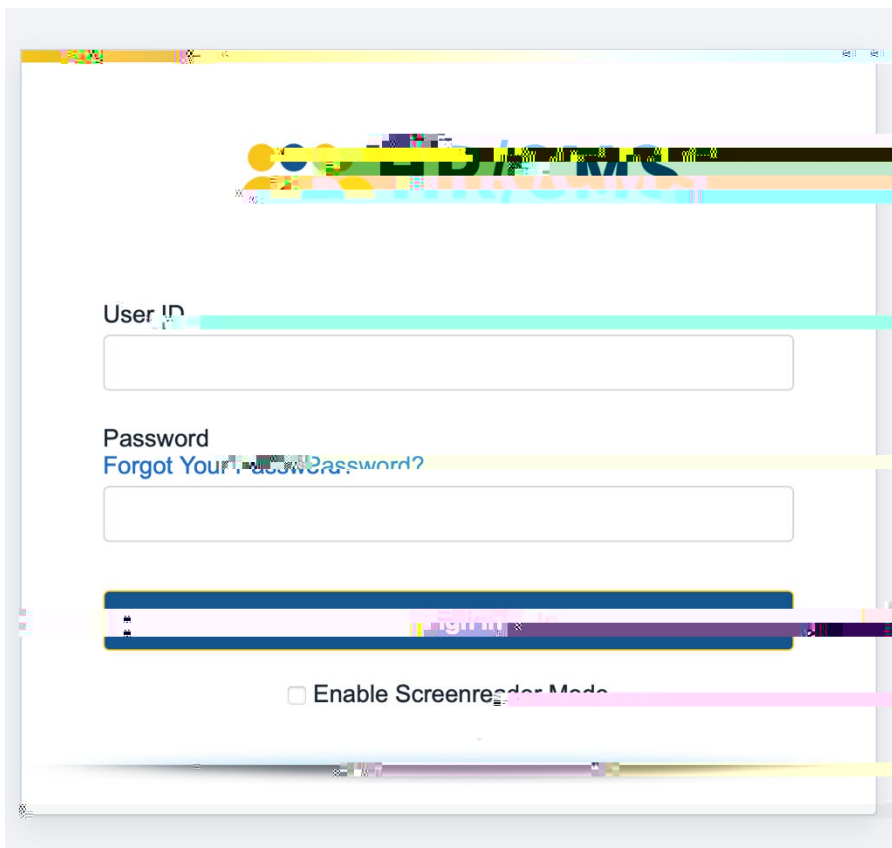
Self Service Time and Attendance (SSTA) Part-Time Employees

Step	Action
1.	There are two ways to log onto Self Service Time and Attendance (SSTA): <ol style="list-style-type: none">1) Go to the Bristol Community College website Click on “Faculty and Staff”, “Time and Attendance” , or2) Go to www.mass.gov/masshr Click on “Login to Employee Self-Service to enter your time, view paystubs and more!”

2.	Log into SSTA using your Employee ID (Human Resources will provide) as the User ID and password.
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Employee ID: (6 digit – provided by HR or can be found on pay advice)

Initial Password: Upper Case first initial of



The screenshot shows a web browser window displaying the login page for the Self Service Time and Attendance (SSTA) system. At the top, there is a header with the text "Bristol Community College" and a logo. Below the header, there are two input fields: "User ID" and "Password". The "User ID" field is highlighted in green. Below the "Password" field, there is a link that says "Forgot Your Password?". At the bottom of the page, there is a checkbox labeled "Enable Screenreader Mode".

4.

You will arrive on the **TIMESHEET SUMMARY** page, where all your SSTA jobs will be displayed.

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9.

After you click “OK”, you will return to your timesheet.

10.

You have successfully submitted your time!

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IMPORTANT!

Employees “certify” their hours entered in HR/CMS are correct by clicking “submit”. Given the SSTA time entry deadline, some days of

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REMINDERS

- Know your 6 digit Employee Number – It will always be your User ID
- If you have more than one position, be sure to put time into the correct job position
- **DO NOT ENTER ZEROS**
- Use no less than quarter hours for leave time
(15 minutes = .25; 30 minutes = .5; 45 minutes = .75)
- Know your department time entry deadlines and make sure your time is entered prior to the deadline
- Notify your time approver if you make any corrections to your time once it has been approved