

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

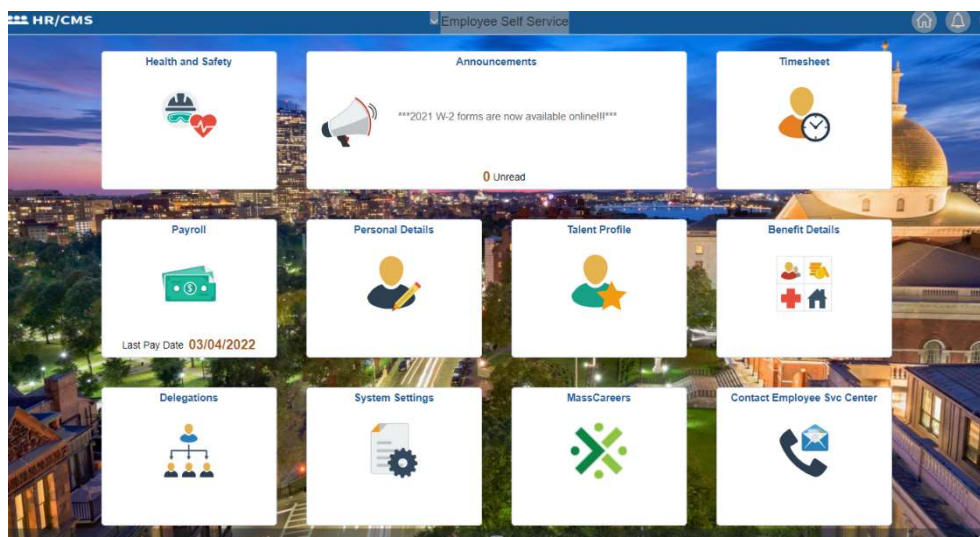
- To access the online system, go to www.hcc.edu and click on the “**SSTA/Payroll Self Service**” link at the bottom of the page or go to www.mass.gov/masshr and click on the “**Employee Self Service**” link under Top Tasks. You can do this either from work or any other computer with internet access. 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 your payroll number and is used to pay you each week. If you have completed the new hire onboarding process, it is the number in the Self Service Time & Attendance (SSTA) ID and Instructions task. If you do not know your Employee ID, please ask your supervisor or email Payroll at payroll@hcc.edu.
- 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. Passwords must be 10 characters long and must include a combination of upper case letters, lowercase letters and/or numbers or symbols. You will be asked your security question if you forget your password and need to re-set it in the future so please remember the answer to your security question. Once you have logged in, you’ll see the following screen.



- Click the **Personal Details** tile and then the **Contact Details** tile to add a **mobile telephone number** and your **HCC email address**. Click the plus (+) to add the information and then click **Save**. Please make sure the “type” for the phone number is mobile. This is very important for multi-factor authentication if you need to make any updates to your direct deposit.

- Click the **System Settings** tile and then the **My System Profile** tile to add your **HCC email address** again. Please choose it as your primary email account and the “type” as Work. This email will be used to send password resets if you click the Forgot Password link on the initial log in page.
- Click on the **Timesheet** tile to start navigating to your timesheet. **For employees working for multiple departments and on multiple payroll contracts, a different record number will be listed for each department.** Please click on the “demographics” tab to see the mail drop ID associated with each record number. The mail drop ID will identify the department. Please choose the correct record number to submit your hours for the correct department.

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 📅 🔄

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	+ -
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	+ -
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	+ -
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	+ -
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	+ -
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	+ -
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	+ -

Save for Later Submit Clear Apply Schedule

- Enter hours for the days you have/will have worked in the current week (Sunday through Saturday).
 - Hours need to be worked in 15-minute increments and entered in the timesheet as such with a colon and am/pm (i.e. 8:00 AM, 8:15 AM, 8:30 AM, 8:45 AM) .
 - If/when you work remotely, please enter TELNL in the TRC field. When working on campus, the TRC field can be left blank.
 - For MCCC Unit employees, the code to use for working remotely is TEL.
 - For Students, the TRC field can be left blank and a comment needs to be entered that says “remote work.” Click on the “Comments” link to the left of the screen to enter the comment and then click the OK button.
 - If unsure which code to use, you can click on the magnifying glass to get a list of codes and see which code is available for you to use. If TELNL or TEL is not available, then a comment needs to be entered that you worked remotely.
 - 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 break. You must enter your break period in the Meal Out and Meal In fields.
 - If you need to delete hours, click on the minus (-) sign to the right of the screen to delete the row. Use the plus (+) sign to add a row if needed.
 - For MCCC Unit employees when using APPL (All Purpose Paid Leave) time**, click on the “Comments” link to enter a comment of “APPL” and then click the OK button. Enter the number of hours in the “Quantity” field.

- When your timesheet is accurate, click the **SUBMIT** button. **Never use the Save for Later button.** Saved hours do not get processed for payment. The submit button can be used as many times as needed if you make changes to your timesheet.
- 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 Reported Hours 18.500

Scheduled Hours 0.000 Elapsed Timesheet

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

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 Reported Hours 18.500

Scheduled Hours 0.000 Elapsed Timesheet

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"/>	Add Comments	Sun	3/29	New										0.00	3/29
<input type="checkbox"/>	Add Comments	Mon	3/30	Approved	8:00:00AM			2:00:00PM	6.000		Hours			0.00	3/30
<input type="checkbox"/>	Add Comments			Approved	3:00:00PM			4:00:00PM	1.000		Hours			0.00	3/30
<input type="checkbox"/>	Add Comments	Tue	3/31	Approved	10:00:00AM			12:00:00PM	2.000		Hours			0.00	3/31
<input type="checkbox"/>	Add Comments			Approved	2:00:00PM			6:00:00PM	4.000		Hours			0.00	3/31

- Notice that the value in the Reported Status column in the first example is **NEEDS APPROVAL**. After your manager/supervisor reviews the time you submit and approves it, the status will change to **APPROVED** as shown in the second example.
- To log out of SSTA, click on the **SIGN OUT** link in the upper right corner of the timesheet.

- **Please submit your time each Wednesday 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.**
- **If you did not end up working the hours you originally submitted or your hours changed in any way, please access your timesheet to make the necessary adjustments and notify your supervisor. You can only go back one pay period to make any adjustments. If a change needs to be made prior to the one pay period, please contact your supervisor or Payroll.**

If you ever need assistance, please email Payroll at payroll@hcc.edu or call Erin O'Neill at ext. 2409 or Shannon Shatos at ext. 2209.