Questions and Answers For
Self Service Time and Attendance (SSTA)

For the Employee

How do I log in to SSTA?

You navigate to the SSTA by clicking the "Enter My Time" button on the MassHR website (www.mass.gov/masshr) or on the HCC HR webpage (SSTA). Enter your employee ID in the user ID field and an assigned password to get to your online timesheet. The first time you log in to SSTA you will be prompted to change your password.

How do I report time?

You enter your time on your online time sheet. Your online timesheet is pre-populated with your regular work schedule (if you have one). Make any necessary adjustments to your time and click "submit" to report your time.

How do I request time off?

Your agency's policy with regard to requesting leave time remains the same.

How is time approved?

Your supervisor/manager will review and approve your online timesheet.

Can I view my vacation, sick, personal time and comp time (if applicable) balances on my online timesheet?

Yes, your leave balances are available on your online timesheet.

Who do I call if I have questions about how to use the online timesheet?

Call Christine in Human Resources at x2568 or the Human Resources main line at X2111.

Can I change my timesheet once my Time Approver has approved the time on my timesheet?

Yes. You may change your timesheet for the current pay period and one pay period in arrears. **All changes to the online timesheet** need to be approved by your Time Approver.

Will I be notified that my time has been approved?

No. Employees can see the status of their reported time by viewing their online time sheet.

Will I be notified that my time has been denied?

Yes. If a Time Approver denies an employee's time, the employee will receive an automated message indicating their reported time was denied. Suggested business practice is that approvers follow up with the employee to correct any issues regarding the online time sheet.

Do overtime and comptime Time Reporting Codes (TRCs) require a secondary level of approval?

Yes. As of this time, the procedures for overtime and comp time will remain the same. HR/Payroll will continue to enter overtime and comp earned time based on the signed Request for Overtime/Comp time slips.

During what time periods is the SSTA application available for time entry and approval?

SSTA Operating Hours are published on the MassHR website: http://www.mass.gov/anf/employment-equal-access-disability/hr-policies/masshr/. Currently, operating hours are 6 AM – 6 PM daily, closed every Tuesday of a pay week for payroll processing.

Will I receive a notification that the approval of my timesheet has been delegated to another Time Approver?

No. Suggested business practice is that managers notify their employees that time approval has been delegated to another manager.

For the Time Approver

Will I get an email if someone delegates the approval of their employees' time to me?

No. The suggested business practice is that a Time Approver delegating time approval should communicate to the delegate and provide them the time period for which approval has been delegated and with their Group ID. The Time Approver to whom approval has been delegated will need the Group ID to search for the delegated employees on their Manager Dashboard. The system uses a hierarchy approach in determining Time Approvers, so the next level of the "Reports To" hierarchy will already have access to your employees.

I'm a Time Approver. To whom can I delegate time approval for my employees?

Time Approvers may delegate time approval on a temporary basis to another Time Approver within their agency. Time Approvers are managers/supervisors who have been identified as Time Approvers in HR/CMS. You should refer to your agency policy for time approval when delegating. Generally, the delegate should be another approver within your department.

If a position is vacant, and there are employees that report to that position number, will the manager above the vacant position in the agency hierarchy get access to approve time for those employees or does time approval need to be delegated?

The manager who is above the vacant position in the reporting hierarchy can see and approve the employees' times **without** delegation. The manager above the vacant position will see those employees in their Manager Dashboard automatically.

If I delegate time approval to another Time Approver, when will my employees' time appear on the Manager Dashboard of the person to whom I delegated time approval?

Time approval delegations are processed overnight. The Time Approver to whom you have delegated time approval will be able to see your employees' time on their Manager Dashboard the following day (they will need to select your Group ID from the drop down to view your employees).