

Self-Service Time and Attendance Reporting Time for Work Study Employees

- Regular time is defined as hours worked.
- The deadline for time reporting is each Thursday at 12:00PM. Managers must approve reported time by 5:00pm on Thursday.
- If you are working on Friday or Saturday, you must report your hours for those days by 10:00am on Monday. Managers must approve the hours by 12:00pm on Monday.
- You can adjust time up to 15 days in the past by clicking the **PREVIOUS WEEK** link located above your timesheet and reporting leave in the appropriate row. Use this feature to complete a **PRIOR PAY PERIOD ADJUSTMENT.**
- If you need assistance with reporting regular time, please contact the human resources/payroll office.
- 1. Login to SSTA.
- 2. Click the Self Service link.



3. Click the Timesheet link.

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Menu	
Commonwealth of MA	Main Menu >
Self Service	Self Service
Manager Self Service	Navigate to your self service information and activities
- Change My Password	Penert Time
- My Personalizations - My System Profile	Report your time and request planned overtime and absences.
	I Timesheet

4. Your timesheet will appear.

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- Job Data						_										
- Timesheet	View By: Week Pate: 10/14/2012 10/14/2012 10/14/2012 Comparison of the sector															
- Create Additional Pay	Reported Hours: 0.000 Hours Scheduled Hours: 0.000 Hours															
- Review Paycheck	Reported time on or after 10/07/2012 is for a future period															
- Workforce Job Summary	Timesheet From 1014/2012 to 102/02/12 and a durine period.															
- Multiple Jobs Summary																
- Add a Person - Emergency Contact					[1	Í	1		[1	1	1	Í	1	
- Update Employee Tax Da	Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Туре	Short Description	Quantity	Sched Hrs	Taskgroup	Date	C
- Request Direct Deposit	Sun	10/14	New										0.00	MATSKORP	0 10/14	N
- Leave Plans	oun	10/14			-				~				0.00	in the treater of the	Q 10/14	<u>C</u>
- HR Assign Work Schedul	Mon	10/15	New						Q				0.00	MATSKGRP	Q 10/15	N
- Comp Plan Enrollment															_	NL NL
- Add/Update Position Info	Tue	10/16	New						Q				0.00	MATSKGRP	Q 10/16	C
- Employee Profile	Wod	10/17	Now										0.00	MATEKODD	0 10/17	N
- Modify a Person	weu	10/17	INGM						Q			L	0.00	MATOKORF		<u>C</u>
- Review Accrual Balances	Thu	10/18	New						Q				0.00	MATSKGRP	Q 10/18	N
- Current Benefits Summar																2
- Create General Deduction - Check Year-to-Date	Fri	10/19	New						Q				0.00	MATSKGRP	Q 10/19	C
- View W-2/W-2c Forms	0.1	10/00			_										-	N
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TRC		Submit		Clear	1		Apply Sch	odulo								
- Manage Exceptions		Submit		Uleal			Apply Sul	euule								

- 5. Work study employees report positive time and you will need to manually enter in your time for each day.
 - a. If you are only working one shift, less than 6 hours, you must report your in time (in the "In" field) and your out time (in the "Out" field).
 - b. If you are working two shifts, less than 6 hours, you should report both shifts on the same day using the Meal Out and Meal In fields.
 - c. If you are working a shift more than 6 hours, you are required to take a 30 minute meal break; you should report your shift including your meal period in the Meal Out and Meal In fields.

Note: Reporting your time as shown in the red box below, by entering your out time in the Meal Out field may cause you to be underpaid. The green boxes show the proper way to report your time.

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- Search by National ID	Repor	ted Hours:	3.250 Hou	rs Schedu	iled Hours:	0.000 Hours								
- Workforce Job Summary	Time a brack From 00/42/2042 to 00/40/2042													
- Multiple Jobs Summary	Times													
- Add a Person	Time	Timesheet FTT												
- Emergency Contact		1												
 Update Employee Tax Da 	Day	Date	Status	in	Meal Out	Meal In	Out	Punch Total	TRC	Туре				
- Request Direct Deposit														
- USA-Pension Plans	Wed	9/12	Approved	4:45:00PM			5:15:00PM	0.500	Q					
- Leave Plans														
- HR Assign Work Schedul	Thu	9/13	Approved	5:30:00PM			6:00:00PM	0.500	Q					
- Comp Plan Enrollment														
- Add Employment Instance	Fri	9/14	Approved	4:00:00PM			4:30:00PM	0.500	0					
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- Create General Deduction														
- Check Year-to-Date	Mon	9/17	Approved	4:45:00PM	5:15:00PM			0.500	Q					
- View W-2/W-2c Forms														
- Earnings Table	Tue	9/18	Approved	7:00:00AM	7:15:00AM	4:45:00PM	5:15:00PM	0.750	Q					
- Time Reporting Codes -				· · · · · ·										
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- Manage Exceptions		Submit		Ciear										
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- 6. When your timesheet is accurate, click the submit button.
- 7. The **SUBMIT CONFIRMATION** page will display. By clicking the **OK** button on this page, you are certifying your attendance record.
- 8. Review the **STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews the time you submit the status will change to either **APPROVED** or **DENIED**.
- 9. Click on the **SIGN OUT** link to log out of SSTA.