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Accessing the Self-Service Time & Attendance System

The SSTA system can be accessed via the HR Intranet or by going to the following website:

<https://hrcms-prod.mass.gov/psp/H92PRD/?cmd=login>

It can also be found by going to the SSTA page on the Mass.gov site: <https://www.mass.gov/employee-self-service>

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Employee Self-Service

State employees can enter time, view paystubs, update their personal information and more.

LOG IN TO... 

[Login to Employee Self-Service](#)

[HR/CMS Login for Core Users With MFA](#)

about using employee self-service and have direct access to t

To access the log-in page, simply click the blue “**Log In To...**” button, then the “**Login to Employee Self-Service**” link. On the following page, enter your Employee ID & password.

HR/CMS

User ID

Password

[Forgot Your Password?](#)

Sign In

☐ Enable Screenreader Mode

If you have any issues with your log-in credentials, call please call MassHR’s Employee Services Center (ESC) at 617-979-8500. They will be able to assist in resetting your password.

Issues accessing the system? Any general questions? Please contact the MassHR ESC at 617-979-8500

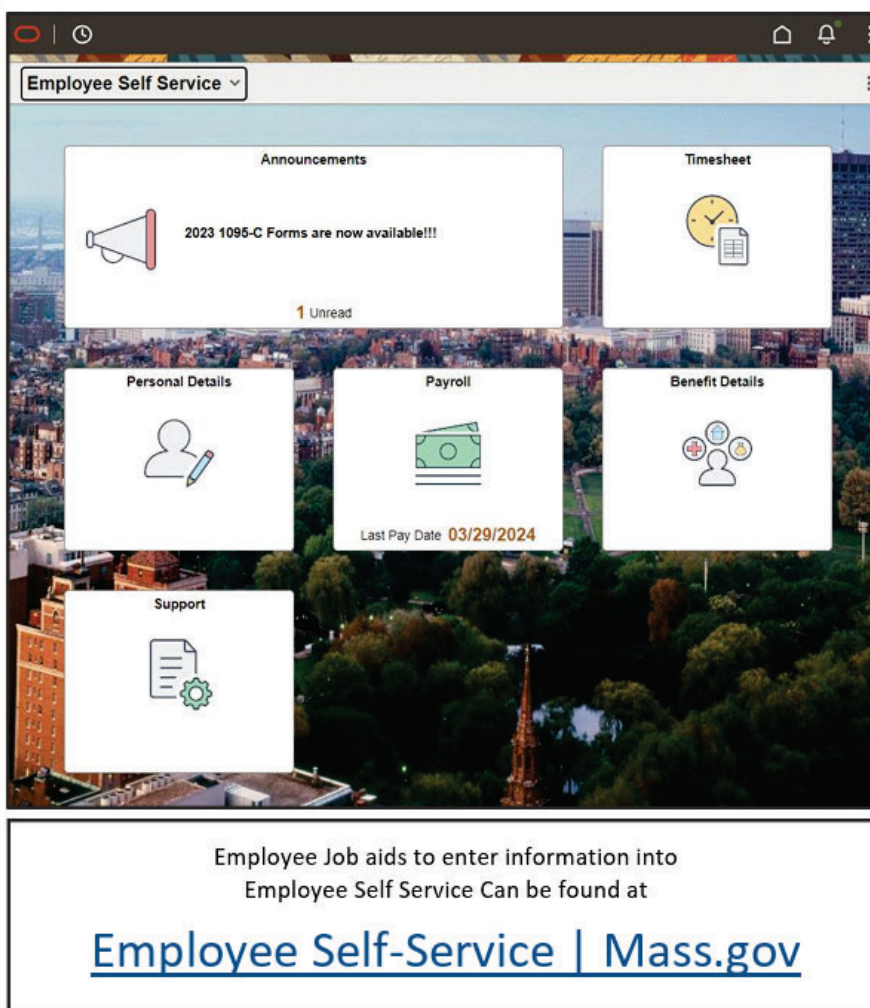
Employee Self-Service Homepage

Once you log in to the Self-Service Time and Attendance system, you will be brought to your own individual home page for the SSTA system. Here you will see any system announcements, as well as tiles to update personal information and report time.



HR/CMS Navigation- Quick Reference for Employee Self Service

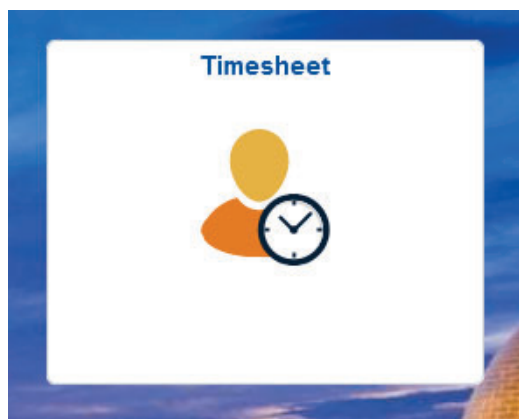
- The **Home** icon brings you to the Employee Self Service Homepage.
- The **Notification** icon shows Actions and Alerts. It will show a green dot if you have a new or unread notification.
- The upper **Action** icon shows New Window, My Preferences, and Sign Out. My Preferences is where you can change to an accessible layout.
- The lower **Action** icon shows Refresh on the Home page and other options while on other pages.
- The **Back** icon shows while on subpages and will bring you back to the previous page.
- The **Recently Visited** Icon will show recent pages.
- The Employee Self Service top drop down is to switch to Manager Self Service for time approvers. Non approvers will only have the Employee Self Service option available.
- The Announcements tile will show all employee announcements, by default it will always show the last announcement.
- The Timesheet tile takes you to your timesheet.
- The Personal Details tile contains the tiles for Addresses, Additional Information, Contact Details, Disability, Emergency Contacts, Ethnic Groups, Gender Identity, Health and Safety, Name, Talent Profile, and Telework Form.
- The Payroll tile contains the tiles for Direct Deposit, Paychecks, State Tax Information, Reimbursement, W-2/W-2c Consent, W-2/W-2c Forms, and W-4 Tax Information.
- The Benefit Details tile contains the tiles for Form 1095-C Consent, Paid Family and Medical Leave, and View Form 1095-C.
- The Support tile contains the tiles for Contact Employee Svc Center (Opens Employee Self Service | Mass.gov webpage), Delegations, MassCareers (To Opt In/Out of syncing your information with MassCareers), My System Profile (Change or Set up forgotten password help and update SSTA contact email) and Change My Password.



In the SSTA system, you are able to update much of your personal information (including Tax Withholdings and Direct Deposit), view your bi-weekly paycheck, and your W-2. Below will show you have to navigate between many of the features.

Time Reporting (Timesheets)

To enter your hours worked, you will need to access the Timesheet section of SSTA. This can be found by selecting the "TIMESHEET" tile from the Employee Self-Service homepage.



Once you click on Timesheet, you will be brought to your basic timesheet layout.

Employee ID [REDACTED]
 Empl Record [REDACTED]
 Earliest Change Date 04/06/2025

Actions ▾

Select Another Timesheet

*View By Week

*Date 03/30/2025

[Previous Week](#) [Next Week](#)

[Punch Timesheet](#)

Scheduled Hours 35.000

Reported Hours 35.000

From Sunday 03/30/2025 to Saturday 04/05/2025 ⓘ

		Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Thu 4/3	Fri 4/4	Sat 4/5	Total	TRC
+	-		7.000	7.000	7.000	7.000	7.000		35.000	Q

Save for Later

Submit

Timesheets should be prepopulated with your schedule, for a total of 35 hrs/wk for full-time employees. Review your pre-populated schedule for each day and adjust as necessary. If you are an employee without a work schedule displayed on your timesheet, you will need to manually enter your time for each day.

If your timesheet is accurate, simply click the submit button. The SUBMIT CONFIRMATION page will display. Select the **OK** button to certify your attendance record.

Issues accessing the system? Any general questions? Please contact the MassHR ESC at 617-979-8500

Entering Leave Usage

To report leave time used, you will need to add an additional row to the timesheet. Do this by clicking the “+” symbol.

From Sunday 03/30/2025 to Saturday 04/05/2025 ?

		Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Thu 4/3	Fri 4/4	Sat 4/5	Total	TR
+	—		7.000	7.000	7.000	7.000	7.000		35.000	RI

Save for Later

Submit

A blank row will appear:

From Sunday 03/30/2025 to Saturday 04/05/2025 ?

		Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Thu 4/3	Fri 4/4	Sat 4/5	Total	TRC
+	—		7.000	7.000	7.000	7.000	7.000		35.000	REG Q
+	—									Q

Save for Later

Submit

To enter leave time used, you must adjust the timesheet by the amount used. For a full leave day, clear the original cell (**do not enter "0" – leave cell empty**) and substitute it in the newly created row:

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 03/30/2025  

Scheduled Hours: 35.000 Reported Hours: 35.000 [Punch Timesheet](#)

From Sunday 03/30/2025 to Saturday 04/05/2025 

		Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Thu 4/3	Fri 4/4	Sat 4/5	Total	TRC	Type
+	-		7.000	7.000	7.000	7.000			35.000	REG 	Hours
+	-						7			VAC 	

[Save for Later](#) [Submit](#)

Then, enter the correct Time Reporter Code (TRC) for that row. All codes can be found using the magnifying glass button. **For Vacation leave, the TRC code is: VAC.**

If you are using accrued leave time for part of a day, you will follow the same basic procedures, entering leave time for the amount of time taken. The remaining amount of your work day will be accounted for in the original row (Hours worked minus leave hours used, must total a full-day for you).

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 03/30/2025  

Scheduled Hours: 35.000 Reported Hours: 35.000 [Punch Timesheet](#)

From Sunday 03/30/2025 to Saturday 04/05/2025 

		Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Thu 4/3	Fri 4/4	Sat 4/5	Total	TRC
+	-		7.000	7.000	7.000	7.000	3		35.000	REG 
+	-						4			SIC 

[Save for Later](#) [Submit](#)

For Sick Leave, the TRC code is: SIC.

Reporting a Holiday

Regular, full-time employees receive, equal to their regular workday and not greater than seven hours, up to eleven (11) legal holidays per year. The eligible holidays can be found in Section 2.1 in the Personnel Policies Manual.

To report a holiday, you will need to follow the same procedures as above.

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 03/30/2025 📅 🔄

Scheduled Hours 35.000 Reported Hours 35.000 Punch Timesheet

From Sunday 03/30/2025 to Saturday 04/05/2025 ⓘ

		Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Thu 4/3	Fri 4/4	Sat 4/5	Total	TRC	
+	-		7.000	7.000	7.000	7.000			35.000	REG	🔍
+	-						7.000			HLN	🔍

[Save for Later](#)

[Submit](#)

For Holidays, the TRC code is: HLN.

Reporting Holidays for Part-Time Employees

Part-time employees are eligible to receive holiday leave in the same proportion which their regular schedule is to a full-time schedule.

For example, an employee with a 28-hour/week schedule is entitled to: $7 \text{ HLN} \times (28/35) = 5.6 \text{ HLN}$. The remaining portion of the day will need to be covered by either time worked, or by applying another leave balance (VAC, PER, etc.).

From Sunday 03/30/2025 to Saturday 04/05/2025 ⓘ

		Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Thu 4/3	Fri 4/4	Sat 4/5	Total	TRC		Type
+	-		7.000	7.000	7.000	7.000			35.000	REG	🔍	Hours
+	-						5.6			HLN	🔍	Hours
+	-						1.4			VAC	🔍	

If a holiday occurs on a day in which the part-time employee is not scheduled to work, they will be reimbursed with Comp. Time to recover the “lost holiday” time. **Please use TRC code: HWC.**

From Sunday 03/30/2025 to Saturday 04/05/2025 ⓘ

		Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2	Thu 4/3	Fri 4/4	Sat 4/5	Total	TRC	
+	-		7.000	7.000	7.000	7.000	0.000		35.000	REG	🔍
+	-						5.600			HWC	🔍

Viewing Your Leave Balances

To view your current accrued leave balances, go to the timesheet. Once in the timesheet, you will see a number of tabs located just beneath it. To view your accrued leave balances, click on the “Leave/Compensatory Time” tab.

		3/30	3/31	4/1	4/2	4/3	4/4	4/5	Total
+	—		7.000	7.000	7.000	7.000	0.000		35.000

[Save for Later](#)
[Submit](#)
[Reported Time Status](#)
[Summary](#)
[Leave / Compensatory Time](#)
[Exceptions](#)
[Payable Time](#)
[Leave / Compensatory Time](#)
[Reported Time Status](#)

Leave Plans will be broken down by type, providing you with your current balance of each leave.

[Reported Time Status](#)
[Summary](#)
[Leave / Compensatory Time](#)
[Exceptions](#)
[Payable Time](#)

Leave and Compensatory Time Balances ?



1-3 of 3

Plan Type	Plan	Current Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	0.000	0	99999.000	
Leave	Vacation	0.000	0	9999.000	
Leave	Personal	28.000	0	35.000	

To view your current accrual rate, hours earned per pay period, and any hours used, please see the below screen shot. Once you select the “View Detail” icon you will see the current accrual rate.

Leave and Compensatory Time



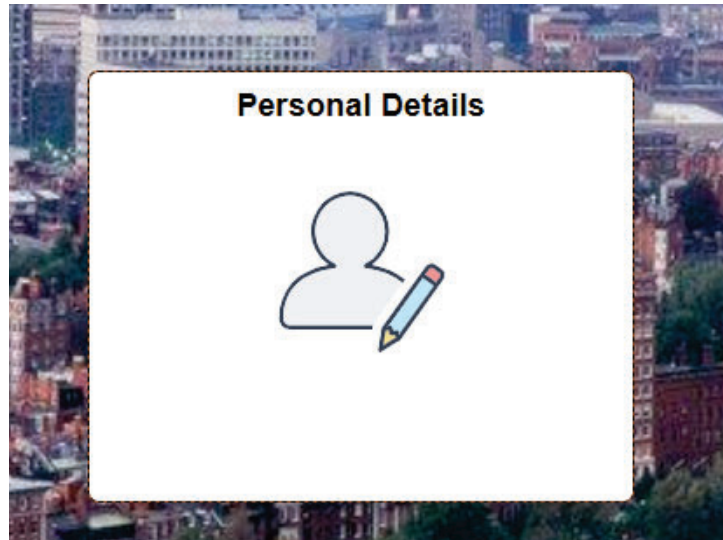
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[View All](#)

Plan	Plan Description	Unit Type	Carry Over	Starting Balance	Hours Earned	Hours Taken	End Balance	Accrual Date
51	Vacation	Hours	279.760000	338.991000	5.384610	0.000	344.375	06/17/2023
51	Vacation	Hours		333.606000	5.384610	0.000	338.991	06/03/2023

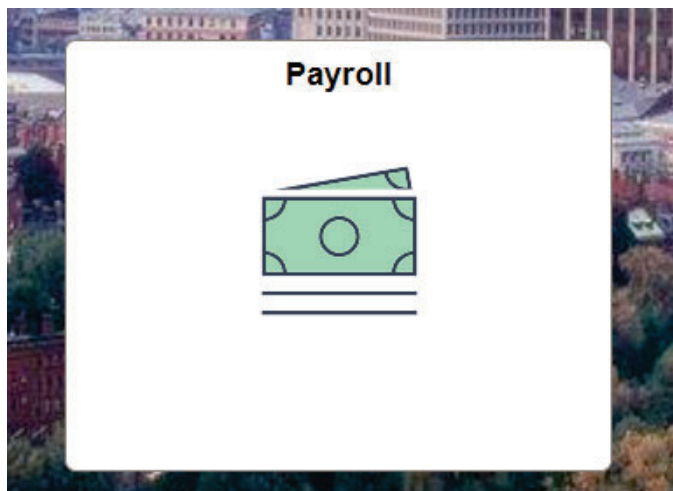
Accessing Personal Information

In the SSTA system, employees are able to access and update much of their own personal information, including mail address, emergency contacts, and phone numbers. These functions can be accessed via the "Personal Details" tiles on the Employee Self-Service Homepage.



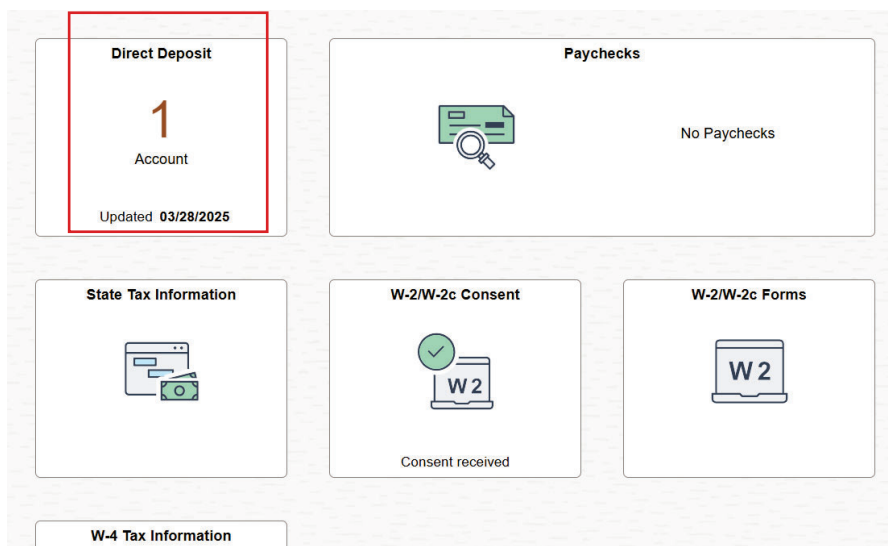
Accessing Payroll & Compensation Data

Employees are also able to update some of their own payroll and compensation data, such as Direct Deposit Information and Tax Withholdings. They can also view their paychecks and W-2s.



Checking Direct Deposit Information

To check your Direct Deposit information, start by clicking on the "Payroll" tile on the homepage. Then, click on "Direct Deposit."



Doing so will bring you to the Direct Deposit page. You will be first prompted to verify your identity with a code, then should be directed to a page with your information. If any information appears incorrect, please contact HR.