

Payroll Information





• You should have received your contract by now. If you have not, please contact Denise Harney at:

dharney@framingham.edu

508-620-1220 ext. 4203

Mail all paperwork to:

Denise Harney
Framingham State University
100 State Street
Framingham, MA 01701

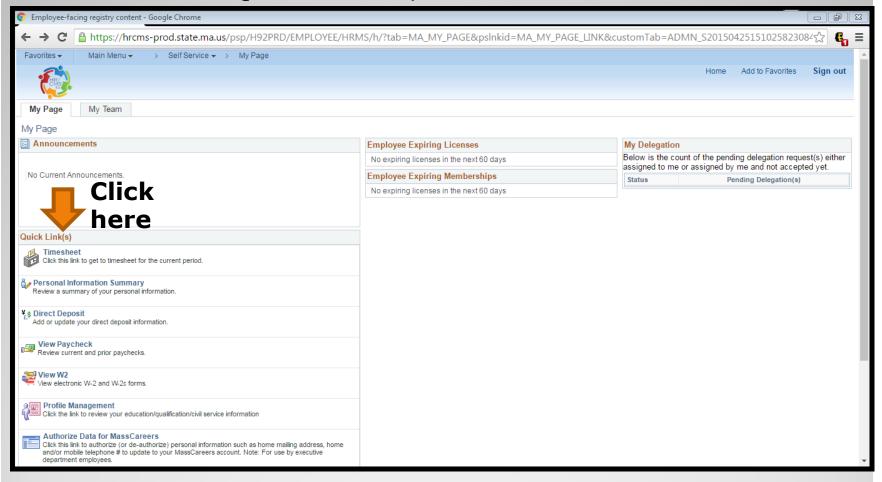
Paperwork

- You will receive a log in ID from Denise Harney when your paperwork is finalized.
- Returning contractors can use the same log in from last year.
- When you log in to--
- Self Service Time and Attendance (SSTA)
- for the first time, your password will be your Employee ID plus the last 4 digits of your Social Security Number. The system will then prompt you to re-set your password.
- If you forget your password, please contact Pam Minchoff, pminchoff@framingham.edu.

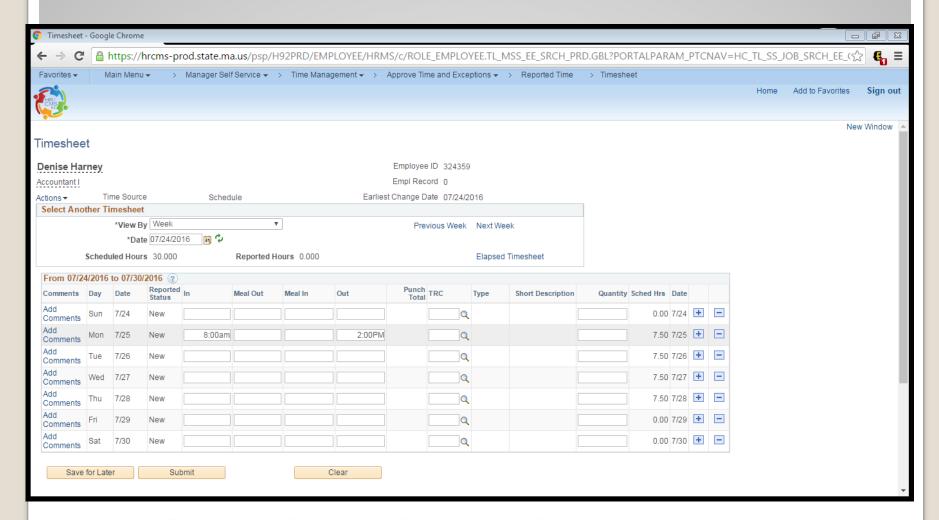
Entering Time

Go to www.mass.gov/masshr to enter time MassHR ☆ 🖺 🗏 Skip to main content AA English State Offices & Courts | State A-Z Topics | State Forms ⚠ No Active Alerts ▼ A a Mass. Gov The Official Website of the Executive Office for Administration and Finance Administration and Finance SEARCH Q Search.. in Administration and Finance ▼ **Budget, Taxes, Procurement** Employment, Equal Property Management & Employee Insurance & Hearings and Appeals Research & Technology & Regulations Access, Disability Construction **Retirement Benefits** ♣ Home > Employment, Equal Access, Disability > HR Policies > MassHR **MassHR Employee Self Service Browser Compatibility Changes** TCD Users – Employees who fail to swipe / forget to swipe for their MEAL OUT punch Click Important Notice for TCD Approvers here Is your system slow or unresponsive? It could be your Internet Browser Click Employee Self Service button above Get help with Self-Service to Report/Approve Time, View Pay Advice, Explore professional development 6:32 PM

Under the Quick Links, click Time sheet



Important: When you input time, make sure you add am and pm.



- Enter all time worked for the week by Thursday at 10:00 am. If you are working that Friday or Saturday, add that too.
- If you do not end up working on a day for which you submitted time, please contact Denise Harney and she will adjust the time.
- Checks are issued biweekly and deposited directly into your bank account.

- In addition to inputting your hours in MassHR--SSTA, you
 will track your hours in a notebook at the (FS)2 house.
- Please write down your hours every day that you work.
- Denise and Adrienne will confirm times submitted to SSTA were scheduled and actually worked.
- With confirmation of completion (by FS2 staff) compensation for CITI, Blackboard, and the online training will be added to payroll by Denise.

Tracking Time

If you have trouble with your time contact:

Denise Harney

508-620-1220 ext. 4203

Or

Human Resources

508-626-4951

Contacts