



Payroll Information



(FS)²

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

धारney@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

The screenshot shows a web browser window displaying the MassHR website. The address bar shows the URL www.mass.gov/anf/employment-equal-access-disability/hr-policies/masshr/. The website header includes the Mass.gov logo, navigation links for State Offices & Courts, State A-Z Topics, and State Forms, and a search bar. The main navigation menu includes categories like Budget, Taxes, Procurement & Regulations; Employment, Equal Access, Disability; Property Management & Construction; Hearings and Appeals; Research & Technology; and Employee Insurance & Retirement Benefits. The breadcrumb trail reads: Home > Employment, Equal Access, Disability > HR Policies > MassHR. The main content area features a section titled "MassHR" with an "Alert" icon and the heading "Employee Self Service Browser Compatibility Changes". Below this are three expandable items: "TCD Users – Employees who fail to swipe / forget to swipe for their MEAL OUT punch", "Important Notice for TCD Approvers", and "Is your system slow or unresponsive? It could be your Internet Browser". At the bottom, there are three service tiles: "Employee Self Service" (with an orange arrow pointing to it), "Get help with Self-Service", and "Explore professional development". The Windows taskbar at the bottom shows the date and time as 6:32 PM on 7/24/2016.

Click here

Entering Time (cont.)

Under the Quick Links, click Time sheet

Employee-facing registry content - Google Chrome

https://hrcms-prod.state.ma.us/psp/H92PRD/EMPLOYEE/HRMS/h/?tab=MA_MY_PAGE&psInkid=MA_MY_PAGE_LINK&customTab=ADMN_S20150425151025823084

Home Add to Favorites Sign out

My Page My Team

My Page

Announcements

No Current Announcements.

Click here

Quick Link(s)

- Timesheet**
Click this link to get to timesheet for the current period.
- Personal Information Summary**
Review a summary of your personal information.
- Direct Deposit**
Add or update your direct deposit information.
- View Paycheck**
Review current and prior paychecks.
- View W2**
View electronic W-2 and W-2c forms.
- Profile Management**
Click the link to review your education/qualification/civil service information
- Authorize Data for MassCareers**
Click this link to authorize (or de-authorize) personal information such as home mailing address, home and/or mobile telephone # to update to your MassCareers account. Note: For use by executive department employees.

Employee Expiring Licenses
No expiring licenses in the next 60 days

Employee Expiring Memberships
No expiring licenses in the next 60 days

My Delegation
Below is the count of the pending delegation request(s) either assigned to me or assigned by me and not accepted yet.

Status	Pending Delegation(s)
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Entering Time (cont.)

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

Timesheet - Google Chrome

https://hrcms-prod.state.ma.us/psp/H92PRD/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM_PTCNAV=HC_TL_SS_JOB_SRCH_EE_

Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time > Timesheet

Home Add to Favorites Sign out

Timesheet

Denise Harney Employee ID 324359
Accountant! Empl Record 0
Actions Time Source Schedule Earliest Change Date 07/24/2016

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 07/24/2016
Scheduled Hours 30.000 Reported Hours 0.000 Elapsed Timesheet

From 07/24/2016 to 07/30/2016

Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type	Short Description	Quantity	Sched Hrs	Date		
Add Comments	Sun	7/24	New										0.00	7/24	+	-
Add Comments	Mon	7/25	New	8:00am			2:00PM						7.50	7/25	+	-
Add Comments	Tue	7/26	New										7.50	7/26	+	-
Add Comments	Wed	7/27	New										7.50	7/27	+	-
Add Comments	Thu	7/28	New										7.50	7/28	+	-
Add Comments	Fri	7/29	New										0.00	7/29	+	-
Add Comments	Sat	7/30	New										0.00	7/30	+	-

Save for Later Submit Clear

Entering Time (cont.)

- 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.

Entering Time (cont.)

- 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