

## Self-Service Time and Attendance (SSTA) Onboarding Checklist

Self-Service Time and Attendance (SSTA) enables employees to enter their time via online timesheets. In addition, employees can view certain payroll and personal information, such as pay advices, leave balances, your official Form W-2/W-2c, Form 1095-C, and certain personal information. You can also update information such as home and mailing addresses, phone numbers, emergency contact information, direct deposit accounts, federal W-4 tax withholding status, ethnic group, and consent to suppress your paper Form W-2 and Form 1095-C.

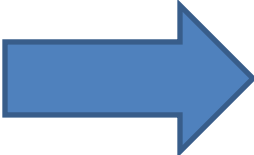
### Important Links

Employee Self-Service direct link <a href="https://hrcms-prod.mass.gov">https://hrcms-prod.mass.gov</a>	Via Westfield webpage: <a href="http://www.westfield.ma.edu">www.westfield.ma.edu</a> At the top of the WSU homepage, click "Quicklinks/Search" and then choose "Employee Self-Service" to access the login screen
Payroll & SSTA Job Aids and Info: myWestfield > Documents > Administration & Finance > Payroll	

**For NEW employees** – USE the DEFAULT PASSWORD instructions below.

**For RETURNING employees** – USE the FORGOT YOUR PASSWORD instructions below.

- ☐ **Know your Employee ID** – it is a six-digit number which will be your log in User ID.  
When you log in to SSTA for the first time, the **default password** is...

<b>Xx9999990000</b>		<p><b>X</b>=First name initial uppercase  <b>x</b> = Last name initial lowercase  <b>999999</b> = Your 6 digit payroll ID  <b>0000</b> = last 4 digits of your Social Security Number.</p>
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The system will then prompt you to reset your password and select a security question which you will be asked if you forget your password later and need to re-set it. Your new password must be 10 characters long and must include a combination of uppercase and lowercase letters with a number.

- ☐ **Forgot Your Password:** If you have used Employee Self Service in the past and forgot your password, navigate to <https://hrcms-prod.mass.gov/> and use the Forgot Your Password link below the login section. You must know your security answer to reset your own password.
- ☐ **Review Job Aids** regarding reporting time in SSTA. Online job aids are available at myWestfield > Documents > Administration & Finance > Payroll.
- ☐ **Know where to go to enter time into your online timesheet.** Navigate to [www.westfield.ma.edu](http://www.westfield.ma.edu) and click the "Employee Self Service" button under the list of Quicklinks at the top of the webpage. This link connects you to the login screen for SSTA. The direct link is <https://hrcms-prod.mass.gov/>.
- ☐ **Report your time** by the weekly time reporting deadline each Thursday at 5 p.m.
- ☐ **Know how to get support.** Your Payroll office is available during business hours to answer your Employee Self-Service related questions. Contact Payroll via email at [payroll@westfield.ma.edu](mailto:payroll@westfield.ma.edu) or call (413) 572-8664 with your questions.