

Fire Instructor Use of Self Serve Time and Attendance (SSTA)

The following guide is designed to assist the MFA instructor staff in completing timesheets within SSTA.

For questions around the use of the system, password reset, or issues related to access please contact the MassHR Employee Service Center at 1-855-447-7778. Their hours are Monday – Friday 6:30am to 5:30pm and Saturday from 8:00am to noon.

For questions around what program codes to use, or specifics of our policies, please look at your sign in sheet or contact Megan Kasaras at 978-567-3203.

What has not changed:

- All instructors will still have to sign the daily time sheet for the program. These will continue to be sent out with the course packets and be used to verify who worked that day and any stipends*
- Any request for travel time or mileage reimbursement will require a MapQuest (or similar) document with the starting and ending odometer readings^.
- If you are carpooling, you will still get paid for the drivers travel time, but will need to enter the time into SSTA.
- The lead instructor will still need to sign the bottom of the time sheet.
- Instructors working administrative hours (ADM) or development hours (DEV) will still need to submit the correct sheet and include the work done on the back side.

What has changed:

- Instructors need to log into the SSTA system (daily) to enter the hours that they worked.
- Stipends* and Mileage^ are not entered into the SSTA system by the instructor.
- Weekly time MUST be submitted by 5:00pm on Thursday. If you are scheduled to work on either Friday or Saturday, please enter this time as you work and not beforehand..

* Stipends include OD, Lead Instructor, EMS, Logistics, PT, etc. These DO NOT go on the SSTA sheet but will be added later separately by our HR staff.

^ Mileage IS NOT entered into SSTA but will be added separately by our HR staff. Travel time is entered into SSTA (to be discussed in more detail later.)

When entering the information into **User Field 1** (to be discussed in more detail later) we have consolidated program areas. The new program areas are:

DFSMFA0001	DFSMFA Call/Volunteer Training
DFSMFA0002	DFS MFA Certification Program
DFSMFA0003	DFS MFA Contract Training
DFSMFA0004	DFS MFA Educational Methodology
DFSMFA0005	DFS MFA Fire Officer Training
DFSMFA0006	DFS MFA FirePrevention
DFSMFA0007	DFS MFA Firefighter Skills
DFSMFA0008	DFS MFA Gas Training Program
DFSMFA0009	DFS MFA Hazmat Training Prog
DFSMFA0010	DFS MFA Impact Training Prog
DFSMFA0011	DFS MFA Miscellaneous
DFSMFA0012	DFS MFA NFA
DFSMFA0013	DFS MFA Recruit Training Prog
DFSMFA0014	DFS MFA Sr. Fire Officer
DFSMFA0015	DFS MFA Tech Rescue Training
DFSMFA0016	DFS MFA Municipal Asst Equipmnt
DFSMFA0017	DFS MFA FESHE
DFSMFA0018	DFS MFA Staff Services
DFSMFA0019	DFS MFA District Delivery
DFSMFA0020	DFS MFA Rapid Intervention
DFSMFA0021	DFS MFA Public Education
DFSMFA0022	DFS MFA Investigations

“DFSMFA0003 DFS MFA Contract Training” should be used for all of our contract training.

The programs listed in **User Field 2** (to be discussed in more detail later) use the same numbering system as our current classes.

The rest of the **User Fields** are described below.

Remember:

For questions around the use of the system, password reset, or issues related to access please contact the MassHR Employee Service Center at 1-855-447-7778. Their hours are Monday – Friday 6:30am to 5:30pm and Saturday from 8:00am to noon.

For questions around what program codes to use, or specifics of our policies, please refer to your sign in sheet or contact Megan Kasaras at 978-567-3203.

Self Serve Time and Attendance (SSTA) can be accessed at www.mass.gov/massshr.

Click the “Enter My Time and Attendance” icon on the left side of the screen.

The screenshot shows the MassHR website interface. The browser address bar displays <http://www.mass.gov/anf/employment-equal-access-disability/hr-policies/masshr/>. The website header includes the Mass.gov logo, navigation links for State Agencies, State A-Z Topics, and State Forms, and a search bar. The main navigation menu lists various departments: Budget, Taxes & Procurement; Employment, Equal Access, Disability; Property Management & Construction; Hearings and Appeals; Research & Technology; and Employee Insurance & Retirement Benefits. The left sidebar contains the MassHR logo, a link to 'About MassHR', and a section titled 'For the Employee' which includes a clock icon and the text 'Enter My Time and Attendance'. This button is highlighted with a red box, and a red arrow points to it from the left. Below this button are links for 'Time Submission and Approval Deadlines', 'View My Pay Advice', and 'Online Learning Opportunities'. The main content area features a section titled 'SSTA Time Approvers of Online Timesheets' with detailed instructions for time approvers, followed by 'SSTA - TCD Time Approvers' and 'SSTA - Use of Zeros on Timesheet (All SSTA Time Reporters)'. The right sidebar lists 'Project Sponsors' with photos and names of officials, and a 'News & Updates' section with links to various programs and newsletters. The Windows taskbar at the bottom shows the system clock as 8:38 AM on 1/29/2013.

On the next page enter your user ID (employee number which can be found on your paystub or employee ID) and Password (your initial password is your employee ID number followed by the last four digits of your social security number.) You will be prompted to change it the first time you log in. The password must be at least eight (8) characters including at least one (1) number.

Oracle | PeopleSoft Enterprise

File Edit View Favorites Tools Help

Page Safety Tools

ORACLE
PEOPLESOFT ENTERPRISE

User ID: 000000

Password: 000000

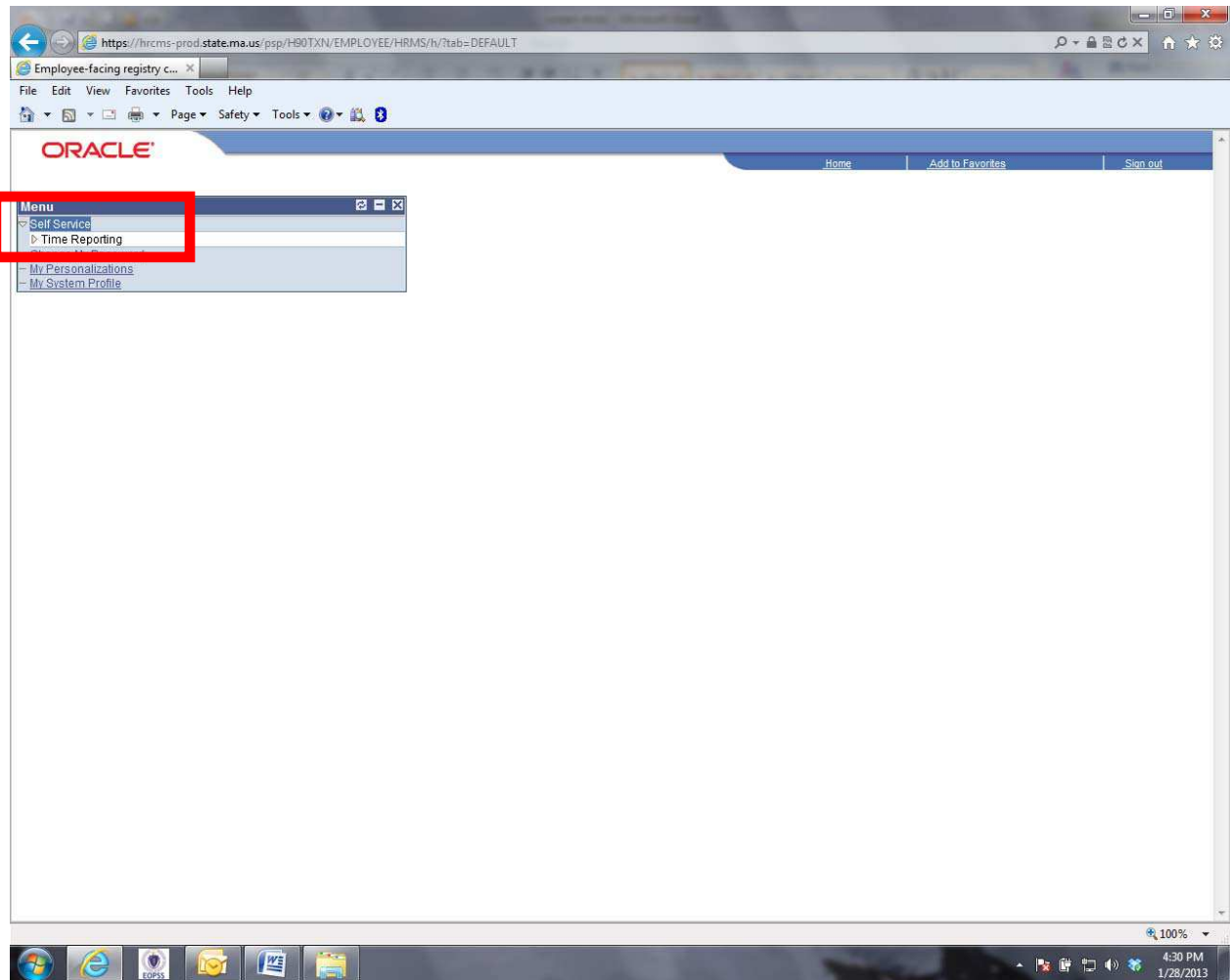
Sign In

[Forgot your password?](#)

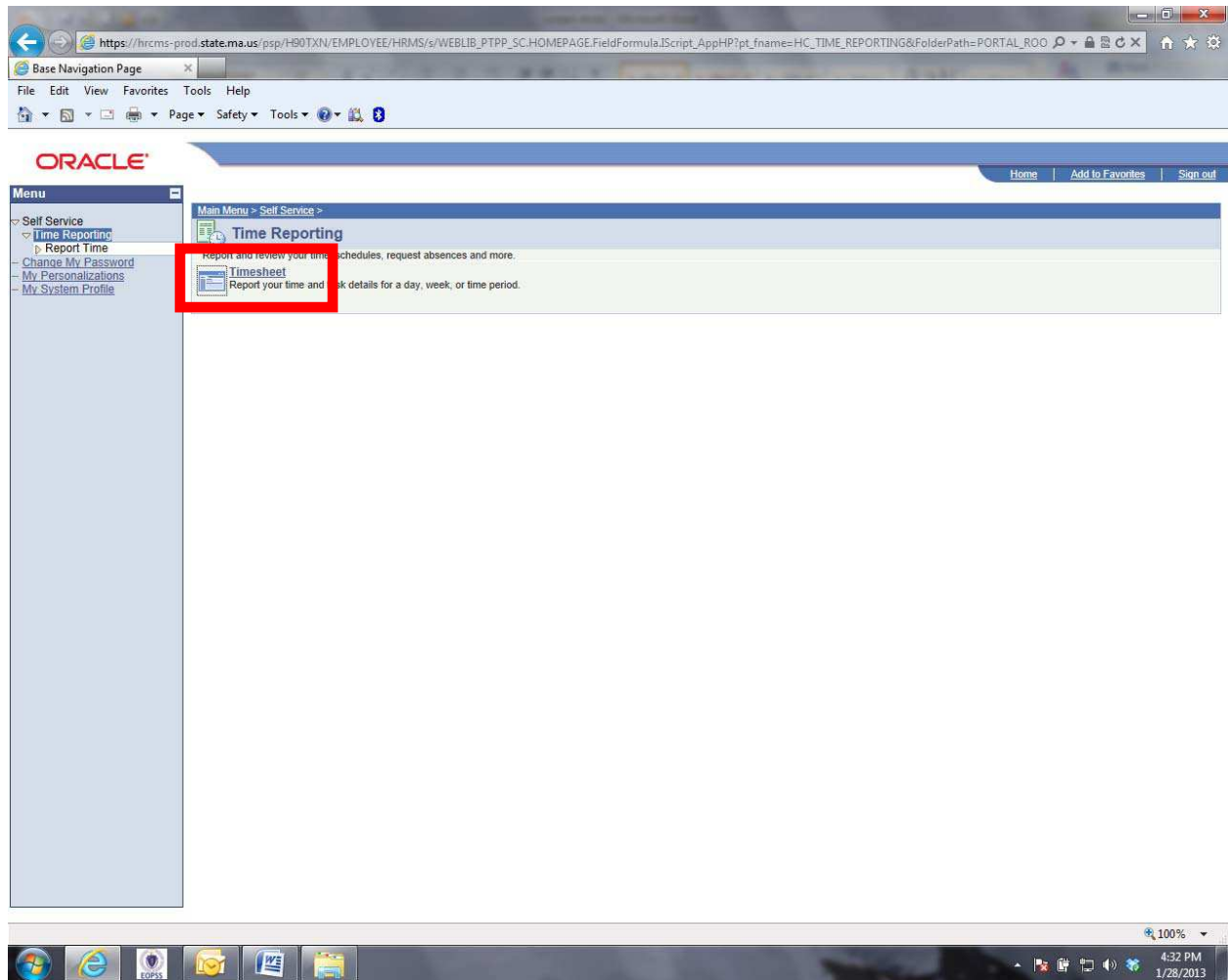
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3:14 PM
1/30/2013

Once you are in the system, choose “Self Service” from the menu on the left.



On the screen click on "Timesheet" which will bring you to page where you enter your time.



You are now in the screen that will allow you to enter your time.

For the first step verify that the correct week is showing, if not, use the “Previous Week or Next Week” button to scroll to the appropriate week. You can enter your time up to 42 days in advance or make corrections up to 14 days in the past.

Begin by entering your start and end time and your meal time for the day. You do not have to enter anything under the “TRC,” “Quantity,” or “Taskgroup” fields.

Oracle Timesheet

Job Title: Program Coordinators

Empl ID: 2
Employee Record Number: 2

View By: Week *Date: 01/27/2013 Refresh

Reported Hours: 8.000 Hours Scheduled Hours: 0.000 Hours

Timesheet From 01/27/2013 to 02/02/2013

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Short Description	Quantity	Sched Hrs	Taskgroup	Combo Code
Sun	1/27	Needs Approval	8:30:00AM	12:00:00PM	12:30:00PM	5:00:00PM	8.000				0.00	MATSKGRP	
Mon	1/28	New									0.00	MATSKGRP	
Tue	1/29	New									0.00	MATSKGRP	
Wed	1/30	New									0.00	MATSKGRP	
Thu	1/31	New									0.00	MATSKGRP	
Fri	2/1	New									0.00	MATSKGRP	
Sat	2/2	New									0.00	MATSKGRP	

Submit Clear

Reported Hours Summary - click to hide

Category	Total	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2
Total Reported Hours	8.000	8.000						
Total Scheduled Hours								
Schedule Deviation	8.000	8.000						

Balances - click to hide

4:32 PM 1/28/2013

Scroll to the right of the task group column to bring up the various entry fields that we will now discuss.

The screenshot shows the Oracle HRMS Timesheet entry interface. A red arrow points to the 'Taskgroup' column header. The table below shows multiple rows for 'MATSKGRP' with various user fields and dates.

Taskgroup	Combo Code	Business Unit	User Field 1	User Field 2	User Field 3	User Field 4	User Field 5	Date	Com
MATSKGRP		COMID						1/27	No Comr
MATSKGRP		COMID						1/28	No Comr
MATSKGRP		COMID						1/29	No Comr
MATSKGRP		COMID						1/30	No Comr
MATSKGRP		COMID						1/31	No Comr
MATSKGRP		COMID						2/1	No Comr
MATSKGRP		COMID						2/2	No Comr

The “Combo Code” field can be left blank **UNLESS:**

You are teaching in a program funded out of a grant such as:

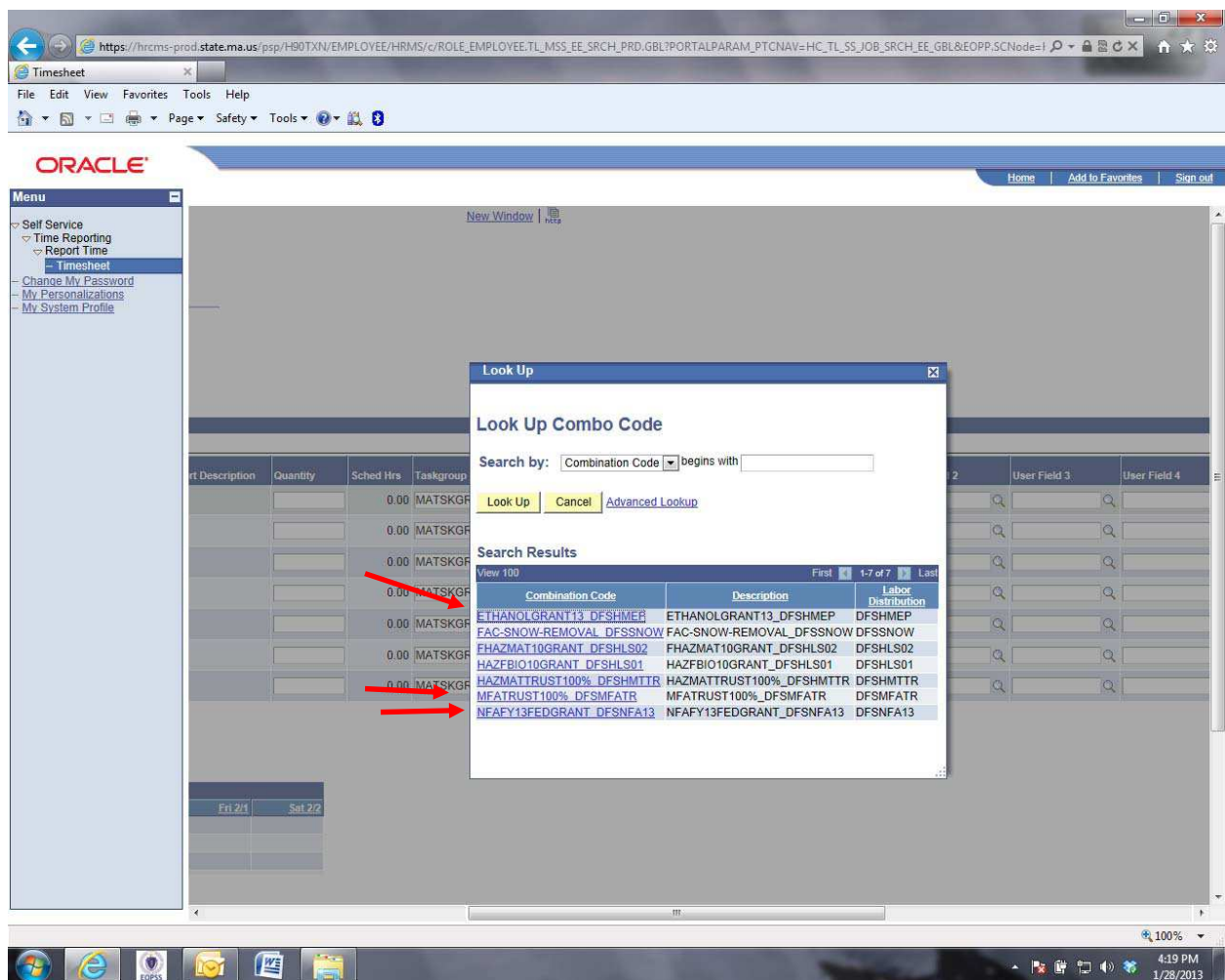
Fall River CVFFT Class ([NFAFY13FEDGRANT DFSNFA13](#))

HMEP Grant (some of the Ethanol, OLR classes) ([ETHANOLGRANT13 DFSHMEP](#))

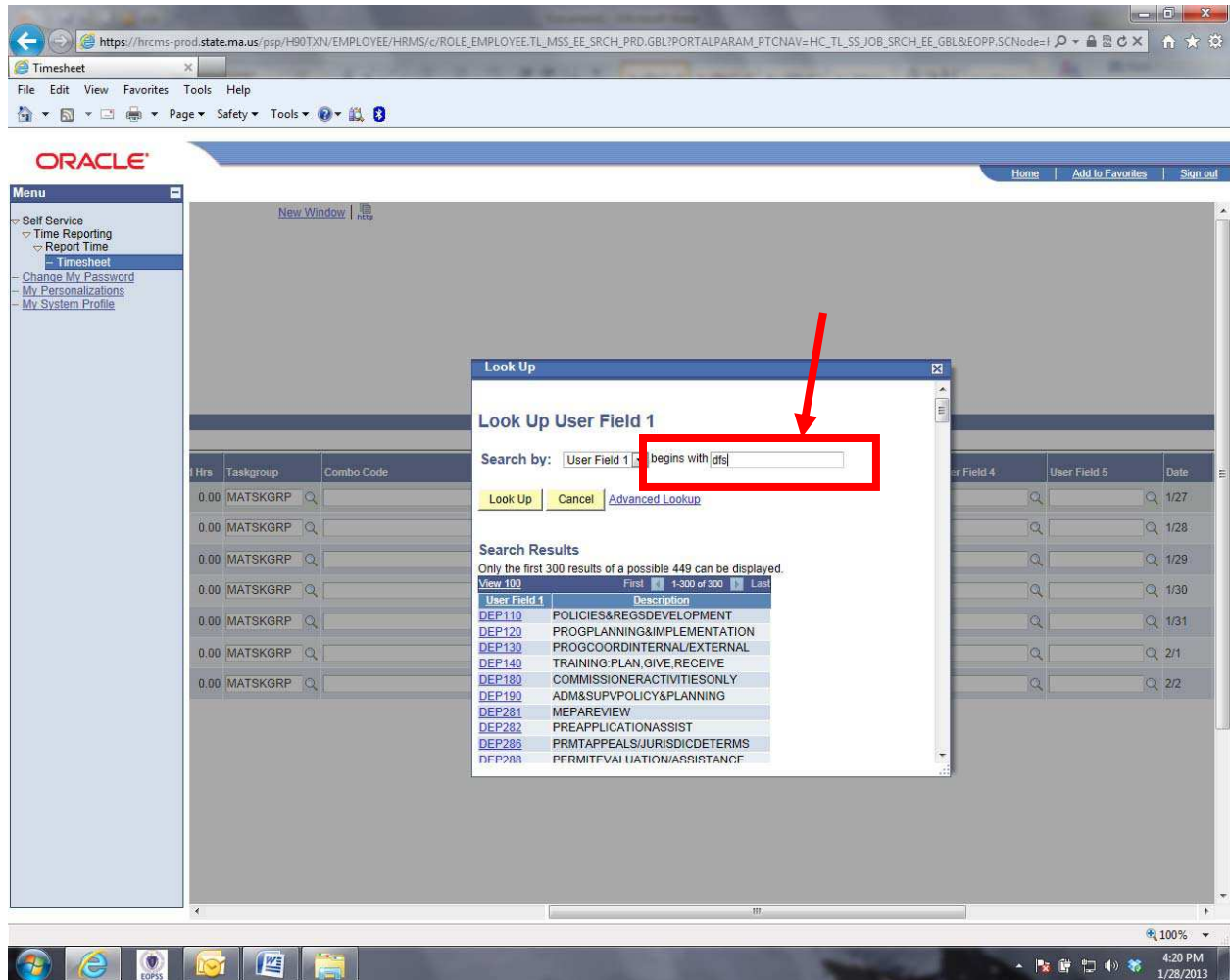
Mass Firefighting Academy Trust Fund ([MFATRUST100% DFSMFATRUST](#))

In this case, click on the magnifying glass next to the Combo Code field which will bring up the screen below. If you are working on one of those programs click on the appropriate program name. This will populate the Combo Code field with your selection.

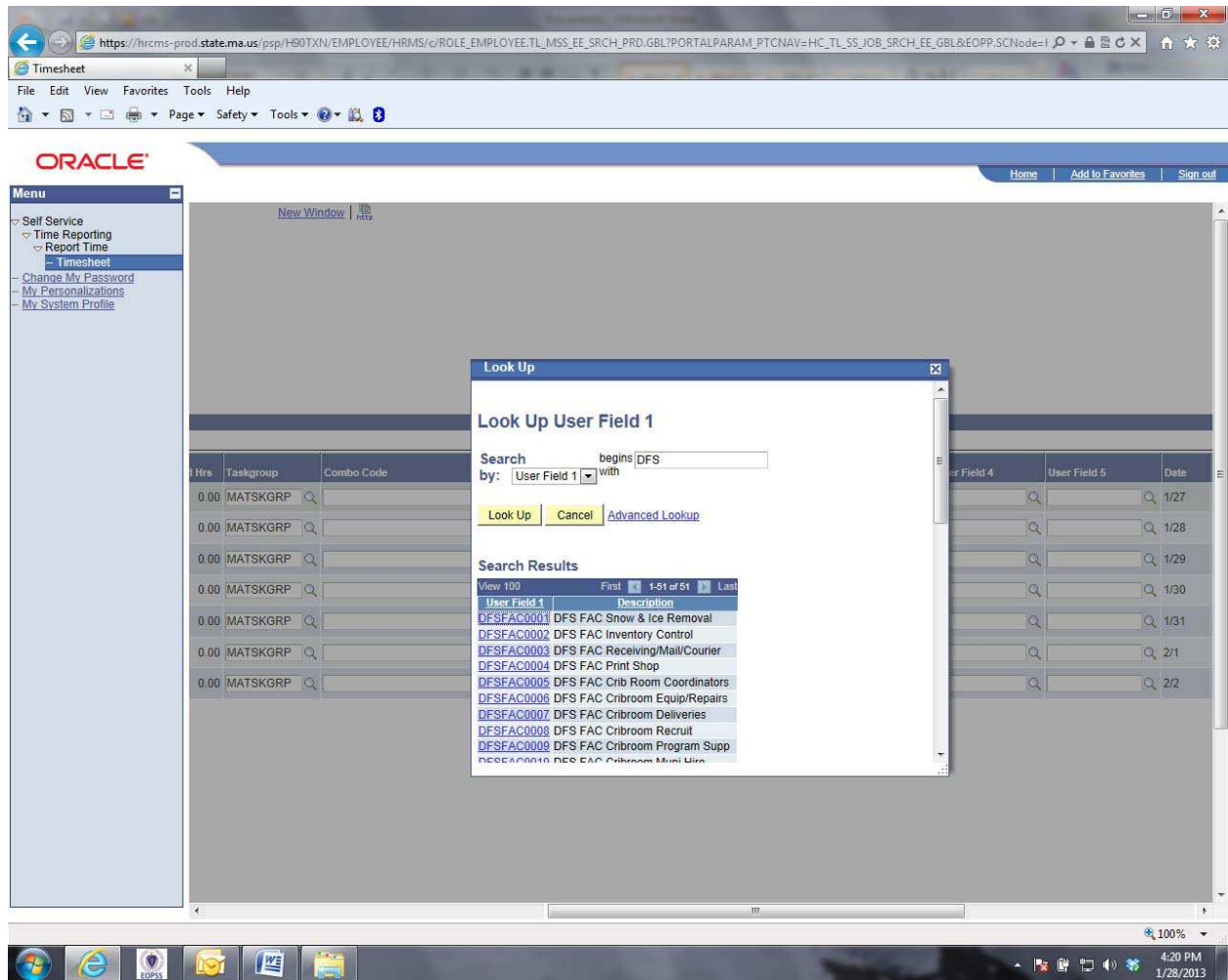
It will clearly be marked on a document in the course packet if you need to enter a Combo Code.



Next, click on the hour glass next to “**User Field 1**” and enter DFS in the “Begins with” field which will bring you to the start of the DFS codes.



This is what the screen will first look like.



Scroll through the fields until you reach the program area that you are teaching in (this is the broader program category and not the specific program.) For example, if you are teaching CVFFT, you would select “DFSMFA0001 DFSMFA Call/Volunteer Training.” This will populate the field with your selection.

The screenshot displays the Oracle Timesheet application in a web browser. The browser's address bar shows the URL: https://hrcms-prod.state.ma.us/psp/H90TXN/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM_PTCNAV=HC_TL_SS_JOB_SRCH_EE_GBL&EOPP_SCNode=I. The browser window has a title bar labeled 'Timesheet' and a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The Oracle logo is visible in the top left corner of the application interface. A 'Menu' sidebar on the left contains links for 'Self Service', 'Time Reporting', 'Report Time', 'Timesheet', 'Change My Password', 'My Personalizations', and 'My System Profile'. The main content area features a 'New Window' button and a table with columns 'Hrs', 'Taskgroup', and 'Combo Code'. The 'Hrs' column contains the value '0.00' for all rows, and the 'Taskgroup' column contains the value 'MATSKGRP'. A 'Look Up' dialog box is open, displaying a list of training programs. The list includes: DFSMFA0001 DFSMFA Call/Volunteer Training, DFSMFA0002 DFS MFA Certification Program, DFSMFA0003 DFS MFA Contract Training, DFSMFA0004 DFSMFA Educational Methodology, DFSMFA0005 DFS MFA Fire Officer Training, DFSMFA0006 DFS MFA FirePrev/Invstgt/PubEd, DFSMFA0007 DFS MFA Firefighter Skills, DFSMFA0008 DFS MFA Gas Training Program, DFSMFA0009 DFS MFA Hazmat Training Prog, DFSMFA0010 DFS MFA Impact Training Prog, DFSMFA0011 DFS MFA Miscellaneous, DFSMFA0012 DFS MFA Program Cross Training, DFSMFA0013 DFS MFA Recruit Training Prog, DFSMFA0014 DFS MFA Seminars, DFSMFA0015 DFS MFA Tech Rescue Training, DFSSPS0001 DFS Spec Ops Incident Response, DFSSPS0002 DFS Special Ops Maintenance, DFSSPS0003 DFS Special Ops Administration, and DFSSPS0004 DFS Special Ops Training. The dialog box also has a search field and a list of dates: 1/27, 1/28, 1/29, 1/30, 1/31, 2/1, and 2/2. The bottom of the screen shows a Windows taskbar with icons for Internet Explorer, Outlook, and other applications, along with a system clock showing 4:21 PM on 1/28/2013.

Next click on the magnifying glass next to “User Field 2” and enter “dfs” into the “Begins with” field. This will bring you to the DFS program.

The screenshot shows the Oracle HRMS Timesheet application interface. A 'Look Up' dialog box is open, titled 'Look Up User Field 2'. The 'Search by:' field is set to 'User Field 2', and the 'begins with' field contains the text 'dfs'. A red arrow points to the 'begins with' field. The dialog also includes 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. Below the search fields, the 'Search Results' section displays a table of results. The table has two columns: 'User Field 2' and 'Description'. The results list various programs and grants, including 'BRP FEDERAL 104 GRANT', 'STARMET/NUCL METL DRUM REMOVAL', 'BRP FEDERAL 319 GRANT', 'UMASS STORMWATER TECH & EVAL', 'BRP FEDERAL 604 GRANT', 'ALTERNATIVE DISPUTE RESOLUTION', 'AIRMON-NANTUCKET AIRPORT LEAD', 'AIRMON-NEAR ROAD NOX', 'ARRA Clean Water SRF 2290-6007', and 'ARRA SD Water SRF 2290-6008'. The background shows the Timesheet application with a menu on the left and a table of timesheet entries.

User Field 2	Description
DEP104	BRP FEDERAL 104 GRANT
DEP3-295DR	STARMET/NUCL METL DRUM REMOVAL
DEP319	BRP FEDERAL 319 GRANT
DEP319UMA	UMASS STORMWATER TECH & EVAL
DEP604	BRP FEDERAL 604 GRANT
DEPADR	ALTERNATIVE DISPUTE RESOLUTION
DEPAMNAN	AIRMON-NANTUCKET AIRPORT LEAD
DEPAMNEAR	AIRMON-NEAR ROAD NOX
DEPARRCSRF	ARRA Clean Water SRF 2290-6007
DEPARRDSRF	ARRA SD Water SRF 2290-6008

From this list select the course that you are teaching. For example, if you are teaching Rural Water Supply, you would select “DFSMFA#115 DFSMFA 115-Rural Water Supply.” This will populate the field with your specific class. The course name and number have not changed.

If you cannot find your class, or are unsure, please use the code DFSMFA#MSC DFSMFA MFA-MFA Miscellaneous and send Dora an email explaining what course you were teaching in.

Courses beginning with a letter (coordinator (COR,) development (DEV,) etc.) are located at the bottom of the list.

The screenshot shows the Oracle HRMS Timesheet application interface. A 'Look Up' dialog box is open, displaying a list of DFSMFA courses. The main window shows a table with columns for 'Hrs', 'Taskgroup', and 'Combo Code'. The 'Look Up' dialog box lists the following courses:

Course Code	Course Description
DFSMFA#041	DFSMFA 041-Recruit Coord
DFSMFA#047	DFSMFA 047-Recruit Assistance
DFSMFA#048	DFSMFA 048-Live Fire Qual
DFSMFA#100	DFSMFA 100-Basic Fire 101
DFSMFA#101	DFSMFA 101-Aerial Ladders
DFSMFA#102	DFSMFA 102-Pumps & Hydraulics
DFSMFA#109	DFSMFA 109-Incident Safety Officer
DFSMFA#112	DFSMFA 112-Lg Diameter Hose
DFSMFA#115	DFSMFA 115-Rural Water Supply
DFSMFA#117	DFSMFA 117-PrictiveBrthing S&R
DFSMFA#118	DFSMFA 118-Search & Rescue
DFSMFA#122	DFSMFA 122-Veh Extrication
DFSMFA#124	DFSMFA 124-Sm Aircraft Hazards
DFSMFA#125	DFSMFA 125-EmergVehOp-Awarness
DFSMFA#126	DFSMFA 126-Ground Ladders
DFSMFA#127	DFSMFA 127-Veh Extr: New Techs
DFSMFA#128	DFSMFA 128-Class A Foam
DFSMFA#129	DFSMFA 129-Emerg Veh Op-Adv
DFSMFA#132	DFSMFA 132-EmergVehOp-Complncy
DFSMFA#133	DFSMFA 133-Emerg VehOp-Adv-Sim
DFSMFA#134	DFSMFA 134-Emerg Veh Op-Sim
DFSMFA#135	DFSMFA 135-Driver Sim
DFSMFA#137	DFSMFA 137-NFPA ElecVeh Safety
DFSMFA#204	DFSMFA 204-HazMat Req/Reentry

User Field 3 will not always be filled in but it is for use by programs that have more than one session running on a given day. For example, CVFFT. Instructors will be told if they need to use this field. Again you will have to enter DFS in the begins with field to bring you to our selections.

The screenshot shows the Oracle HRMS Timesheet application interface. A 'Look Up' dialog box is open, titled 'Look Up User Field 3'. The search criteria is set to 'begins DFS'. The search results are displayed in a table with columns for 'User Field 3' and 'Description'.

User Field 3	Description
DFS MFA Session 1	DFS MFA Session 1
DFS MFA Session 2	DFS MFA Session 2
DFS MFA Session 3	DFS MFA Session 3
DFS MFA Session 4	DFS MFA Session 4
DFS SPS 101-Incident 1-ISU 1	DFS SPS 101-Incident 1-ISU 1
DFS SPS 102-Incident 2-ISU 1	DFS SPS 102-Incident 2-ISU 1
DFS SPS 103-Incident 3-ISU 1	DFS SPS 103-Incident 3-ISU 1
DFS SPS 104-Incident 4-ISU 1	DFS SPS 104-Incident 4-ISU 1
DFS SPS 105-Incident 5-ISU 1	DFS SPS 105-Incident 5-ISU 1

User Field 4 will be used when entering travel time.

In the event that you have travel time to enter, you will need to split this time at the start and end of your teaching hours. For example, if you qualify for 1.5 hours of travel, these need to be entered at .75 hours before the class and .75 hours after the class.

As before, click on the magnifying glass and enter DFS in the “Begins with” field to bring you to our fields. Click on the amount of travel time that you are owed. This will allow the time approver to know that the time, above the scheduled course hours, are for travel.

NOTE: MapQuest (or similar) will still need to be submitted and include your starting and ending odometer reading. The mileage reimbursement will be added to your pay by our HR staff.

The screenshot shows the Oracle HRMS Timesheet interface. A 'Look Up User Field 4' dialog box is open, displaying search results for DFS time entries. The dialog has a search bar with 'DFS' entered and a dropdown menu set to 'User Field 4'. Below the search bar are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The search results are listed in a table with columns for 'User Field 4' and 'Description'.

User Field 4	Description
DFSTRV1.0	DFS Time 1.0 hour 71 to 120 mi
DFSTRV1.5	DFS Time 1.5 hour 121 to 170 m
DFSTRV2.0	DFS Time 2.0 hour 171 to 220 m
DFSTRV2.5	DFS Time 2.5 hour 221+ miles

The background interface shows a 'Menu' on the left with options like 'Self Service', 'Time Reporting', 'Report Time', 'Timesheet', 'Change My Password', 'My Personalizations', and 'My System Profile'. The main area displays a table with columns for 'Hrs', 'Taskgroup', and 'Combo Code'. The taskgroup is 'MATSKGRP' and the combo code is '0.00'. The table has a search bar and a dropdown menu. The bottom of the screen shows the Windows taskbar with the time 4:24 PM and date 1/28/2013.

In the event that you work more than one program in a day (for example you teach two Impact classes or you teach Recruit during the day and CVFFT at night) you will need to add a line to that date. To do this, click on the “+” sign to the far right of the date line.

This will add another line for that date. Enter all the same information, Start, break and end time, Combo Code, User Fields, etc. as for any class assignment.

NOTE: You cannot use the same time for the end of one line and the start of another. For example if you work administrative time (COR) until 2:00:00PM and then do development work (DEV) until 4:00:00PM you cannot use 2:00:00PM on both lines. The work around is to use the end time of 2:00:00PM for the COR time and a start time of 2:00:01PM for the DEV with a corresponding end time of 4:00:01PM so that you get paid for the whole two (2) hours.

NOTE: This **does not** apply to working for two divisions. If you also have a contract with another division (Special Operations, Haz Mat Response, etc.) you will need to select that position from your initial profile and then enter the time on that timesheet.

Id 2	User Field 3	User Field 4	User Field 5	Date	Comments	Time Zone	Reported Time Source	
				1/27	No Comments	EST	Online	+
				1/28	No Comments	EST	Online	+
				1/29	No Comments	EST	Online	- +
				1/30	No Comments	EST	Online	- +
				1/31	No Comments	EST	Online	- +
				2/1	No Comments	EST	Online	- +
				2/2	No Comments	EST	Online	- +

Once all of the information has been added for a class, scroll all the way back to the left and click the “Submit” button to send in your pay.

Oracle Timesheet

Menu: Self Service, Time Reporting, Report Time, Timesheet, Change My Password, My Personalizations, My System Profile

Job Title: Program Coordinators Empl ID: Employee Record Number: 2

View By: Week Date: 01/27/2013 Refresh << Previous Week Next Week >>

Reported Hours: 8.000 Hours Scheduled Hours: 0.000 Hours

Timesheet From 01/27/2013 to 02/02/2013

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Short Description	Quantity	Sched Hrs	Taskgroup	Combo Co
Sun	1/27	Needs Approval	8:30:00AM	12:00:00PM	12:30:00PM	5:00:00PM	8.000				0.00	MATSKGRP	
		New									0.00	MATSKGRP	
Mon	1/28	New									0.00	MATSKGRP	
Tue	1/29	New									0.00	MATSKGRP	
Wed	1/30	New									0.00	MATSKGRP	
Thu	1/31	New									0.00	MATSKGRP	
Fri	2/1	New									0.00	MATSKGRP	

Submit **Clear**

Reported Hours Summary: Click to hide

Category	Total	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2
Total Reported Hours	8.000	8.000						
Total Scheduled Hours								
Schedule Deviation	8.000	8.000						

You will then be prompted to certify that the information is correct. Once you click “OK” which will enter your time.



Congratulations, you have now successfully submitted your time for that class.

REMEMBER:

- MapQuest (or similar) and odometer readings still need to be submitted.
- Mileage reimbursement will be added later by our HR staff.
- Stipends (OD, Lead Instructor, EMS, Logistics, PT, etc.) need to be recorded on the **paper** timesheet in the packet and will be added later by our HR staff.
- For questions around the use of the system, password reset, or issues related to access please contact the MassHR Employee Service Center at 1-855-447-7778. Their hours are Monday – Friday 6:30am to 5:30pm and Saturday from 8:00am to noon.
- For questions around what program codes to use, or specifics of our policies, please contact Megan Kasaras at 978-567-3203.