

Time & Attendance for Faculty

Employee Self Service

ATTLEBORO
FALL RIVER
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TAUNTON
ONLINE

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Accessing your Time and Attendance

- From the Bristol Homepage,
<http://www.bristolcc.edu/bristolcommunity/facultystaff/>

Click [Faculty and Staff](#)



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FACULTY & STAFF

Email

Time & Attendance

Academic Affairs

Academic Resources

Bristol Blogs

Once in the
“Faculty and Staff” tab,
select
“Time & Attendance”
from the menu on the
left.

In the “Time & Attendance” tab, click on the blue icon labeled, “[Employee Self Service](#)”

FACULTY & STAFF

Email

Time & Attendance

Academic Affairs

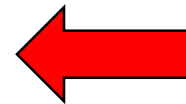
Academic Resources

[BCC Home](#) / [Bristol Community](#) / [Faculty & Staff](#) / Time & Attendance

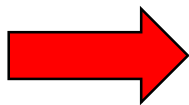
TIME & ATTENDANCE

[Set up and Maintenance](#)

Please use the following links to enter your time or view your paychecks.



This will bring you to the HR/CMS login page. Your User ID will be your “payroll” ID number (State ID #). If you do not know your ID number, please contact the Payroll Office at x2529. Please note, this ID number will never change.



User ID

Password

English



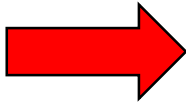
Sign In

Your password the first time you login will be the Uppercase Letter for your first initial, lowercase letter for your last initial, your 6 digit ID, last 4 digit of your SSN. Ex Sm1234561111



User ID

Password



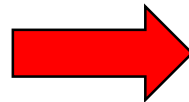
English



Sign In

You will receive a notice that your password has expired.

Click on the prompt to change your password.



Your password has expired.
[Click here to change your password.](#)

You will then be asked to enter your original password and create a new password.

Your new password must be a minimum of 10 characters and contain a combination of the following:

- Capital and lower case letter(s)
- Number(s)
- Symbol (!,@,#,\$,etc.)

*Current Password

*New Password

*Confirm Password

Change Password










Security Question

You will next be asked to set up a security question. This will enable you to access certain information, such as your W2 or to reset your own password.

You have now successfully created your login profile. Click “OK” and return to the Home Screen.

Quick Link(s)

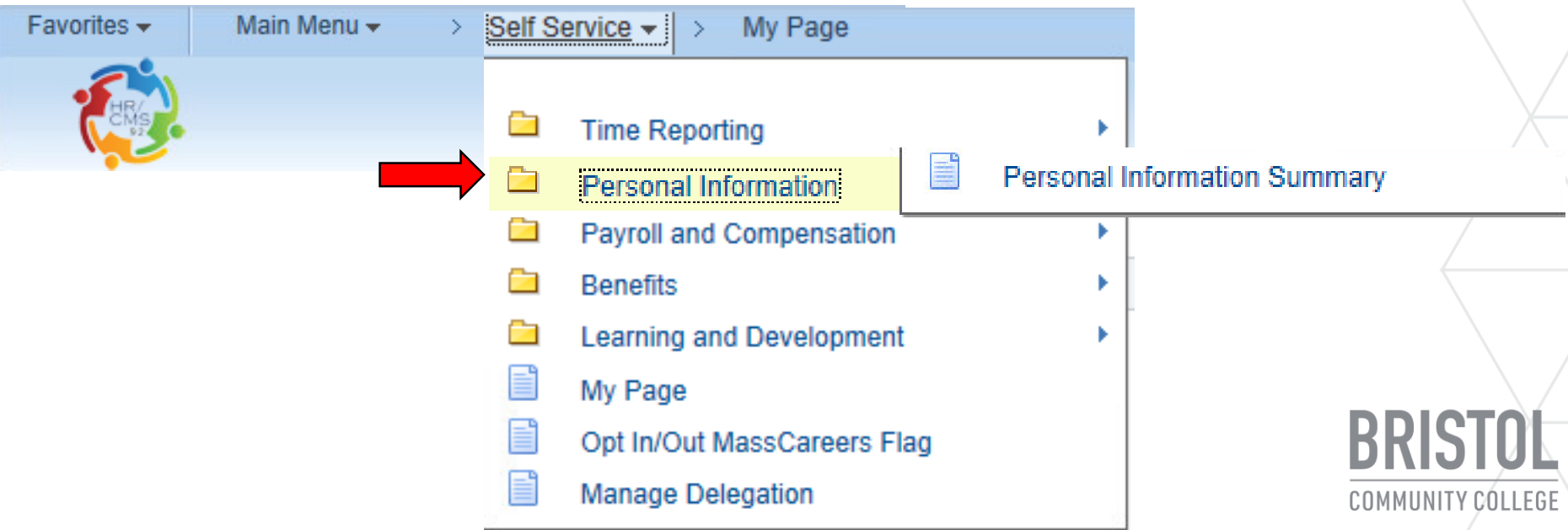
On the Home screen you will see “Quick Link(s)”. Your **Quick Link(s)** are an easy way to access data from viewing your paychecks, checking and updating your personal information and viewing and printing W2s

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.
	Profile Management Click the link to review your education/qualification/civil service information
	View Paycheck Review current and prior paychecks.
	View W2 View electronic W-2 and W-2c forms.
	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.
	MassCareers: More Info Here MassCareers is the Recruitment Application for Executive department employees who may apply for internal and external position openings with departments using MassCareers
	Access Employee Service Center If your department participates in the Employee Service Center (ESC), click the link to launch. If your agency does not participate, please contact your local HR/Payroll office.

Confirming Your Personal Information

From the menu bar at the top of the Home screen you will see the “**Self Service**” option. By selecting “**Personal Information**” you are able to confirm that information such as your address, phone number and emergency contact are correct.

Also, confirm that your email contact is correct and checked preferred in order to use the **Forgot Your Password** function to reset your own password.



The screenshot shows the HR/CMS 6.2 interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Self Service' (which is expanded to show 'My Page'). Below this, a sidebar contains the HR/CMS 6.2 logo. The main content area displays a list of menu items: 'Time Reporting', 'Personal Information' (highlighted in yellow with a red arrow pointing to it), 'Payroll and Compensation', 'Benefits', 'Learning and Development', 'My Page', 'Opt In/Out MassCareers Flag', and 'Manage Delegation'. A 'Personal Information Summary' link is visible to the right of the 'Personal Information' menu item.

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Thank you.

Should you have any questions please feel free
to contact the Payroll Office at
extension 2529 or 2166.

