



Human Resources and Payroll Department

Time and Attendance Policy

Northern Essex Community College administers all W2 salary through the Commonwealth of Massachusetts Human Resources Compensation Management System (HR/CMS). HR/CMS is a biweekly payroll system that supports all State and Community Colleges as well as Executive, Judicial and Independent Branches of Massachusetts State government.

All employee time and attendance is processed in compliance with the Commonwealth of Massachusetts Time and Attendance policy. Any item not covered by this document will refer to the Commonwealths policy. [Time and Attendance Policy | Mass.gov](#)

The following policies relate to the employment population listed.

AFSCME Classified Staff Unit I and II

Classified employees are paid bi-weekly. Each employee has a set schedule of standard hours per week and will be reflected in their timesheet.

Each employee is required to report their time weekly through the Self-Service Time and Attendance (SSTA) module in HR/CMS by Thursday at 12 noon (unless weather or holiday exists).

Each employee's reported time must be approved weekly by their manager by Thursday at 5 p.m. (unless weather or holiday exists).

Time and Attendance rules for automated calculation of overtime, shift or weekend differential will be implemented for eligible employees.

Credit Adjunct Faculty

Credit Adjunct Faculty members are paid bi-weekly based on a schedule agreed upon by Academic Affairs and Payroll. There is no employee self-service timesheet submission required. The completion of course load is maintained by Academic Affairs.

Academic Affairs provides a report, as well as any contractual amount changes during the semester to payroll, at the beginning/during each semester which includes: the course name, number of courses and the total compensation amount to be paid to each adjunct faculty member.



In accordance with Affordable Care Act and Office of the State Comptroller guidelines, as well as agreement by and between the Department of Higher Education and the Massachusetts Community College Council, Adjunct Faculty are credited with 2.5 hours of “work” for each credit hour they teach up to a maximum of 37.5 hours.

Non-Credit Instructors

Non-credit Adjunct Faculty members are paid bi-weekly for the duration of their employment agreement. Non-credit adjunct instructors are not required to have a set schedule.

Each employee is required to report their time weekly through the Self-Service Time and Attendance (SSTA) module in HR/CMS by Thursday at 12 noon (unless weather or holiday exists).

Each employee’s reported time must be approved weekly by their manager by Thursday at 5 p.m. (unless weather or holiday exists).

MCCC Faculty (Full-Time)

Faculty members are paid bi-weekly over 26 pay periods for the duration of their annual contract, starting at the beginning of the Fall Semester (approx. September 1). There is no employee self-service timesheet submission required; however, during the semester, each FT MCCC Faculty is required to report their weekly time exceptions (leaves, sick days) to the Department Timekeeper by Thursday at 12 noon.

The Department Timekeeper records all time exceptions in Banner for payroll to retrieve and post into HRCMS.

MCCC Unit Professional Staff (Full-Time)

Unit Professionals are paid bi-weekly. Each employee has a set schedule of standard hours per week and will be reflected in their timesheet.

Each employee is required to report their time weekly through the Self-Service Time and Attendance (SSTA) module in HR/CMS by Thursday at noon (unless weather or holiday exists).

Each employee’s reported time must be approved weekly by their manager by Thursday at 5 p.m. (unless weather or holiday exists).

Non-Unit Classified Staff and Non-Unit Professional Staff



Non-Unit employees are paid bi-weekly. Each employee has a set schedule of standard hours per week and will be reflected in their timesheet.

Each employee is required to report their time weekly through the Self-Service Time and Attendance (SSTA) module in HR/CMS by Thursday at 12 noon (unless weather or holiday exists).

Each employee's reported time must be approved weekly by their manager by Thursday at 5 p.m. (unless weather or holiday exists).

Part-Time and Other Employees

Part-Time and other (not listed) employees are paid bi-weekly for the duration of their employment agreement. These employee groups are not required to have a set schedule.

Each employee is required to report their time weekly through the Self-Service Time and Attendance (SSTA) module in HR/CMS by Thursday at 12 noon (unless weather or holiday exists).

Each employee's reported time must be approved weekly by their manager by Thursday at 5 p.m. (unless weather or holiday exists).

Approved Stipend payments or approved 1time payments are not entered into timesheets by Employee or Manager. See Stipend Policy for more information.

Reporting Time with Self-Service Time and Attendance (SSTA)

When reporting time in HRCMS SSTA, employees must account for all scheduled hours. A list of authorized Time Reporting Codes (TRC) is available on the dropdown in the application.

Employees may adjust their recorded time one pay period back (in the past) and may report their time up to three pay periods in advance. Changes/adjustments to previously reported time should be immediately communicated to their manager. Failure to communicate these changes/adjustments could cause a delay in payment.

If an employee is unable to report their time (absent), it should be completed and approved by their manager.

HR and Payroll entry of employee time is only permissible when a system issue prevents updates by the immediate Manager or Area Managers within the reporting structure.



Approving Reported Time

All managers whose employees are enrolled in SSTA are required to approve their employee's time through HR/CMS by Thursday at 5 pm. If the direct supervisor is unavailable, the next level in line within the Reporting Structure will assume approval responsibility (supervisor, Director, VP, etc)

Managers may delegate their approval in SSTA to another manager or to a designee within their department. Time approval delegation is appropriate only for a set period of time (for example, if you are on vacation) and is not designed to allow permanent designation of time approval responsibilities. The President and Vice Presidents are the only positions allowed a long term approval delegate / designee to be kept on file with the HR and Payroll Unit.

HR and Payroll approval of employee time is only permissible when a system issue prevents updates by the immediate Manager or Area Managers within the reporting structure.