

# Time & Attendance for Faculty

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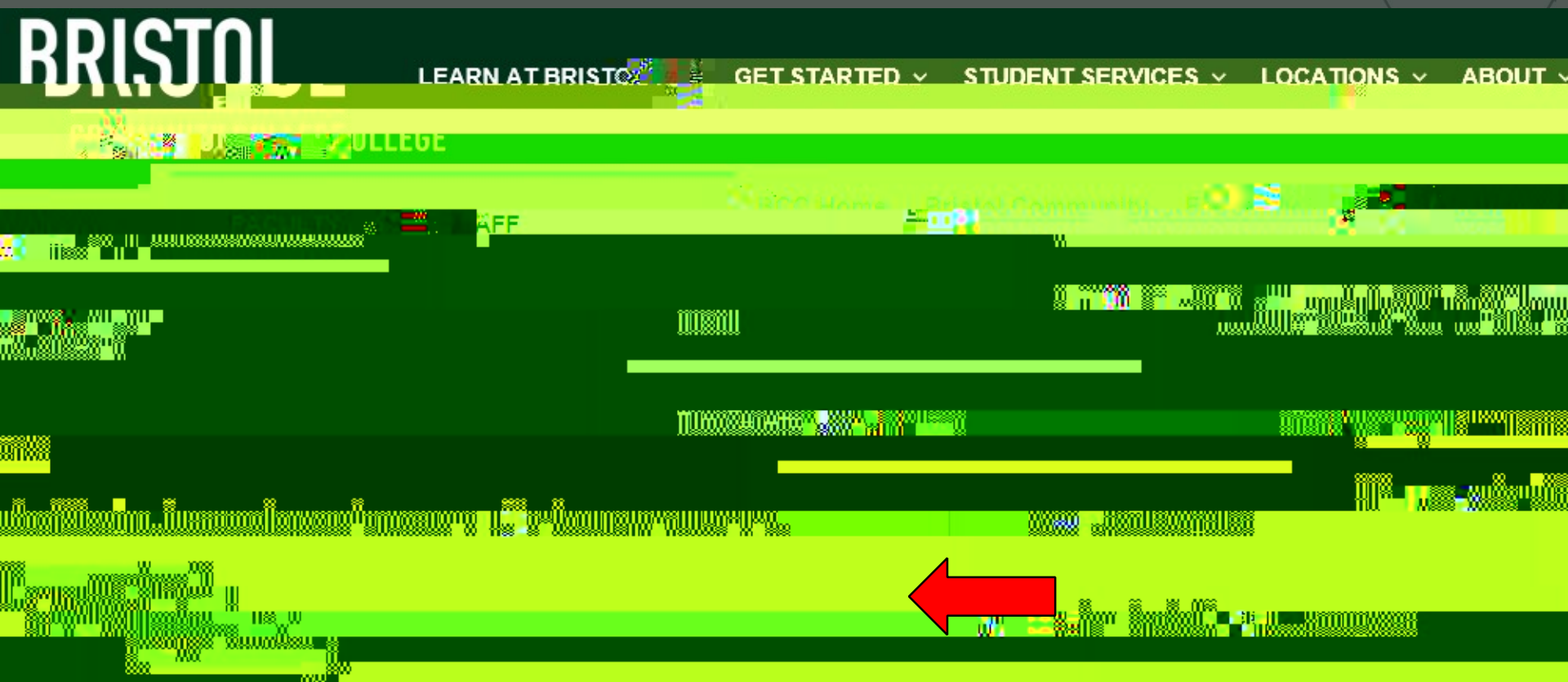
Employee Self Service

# Accessing your Time and Attendance

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



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



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.

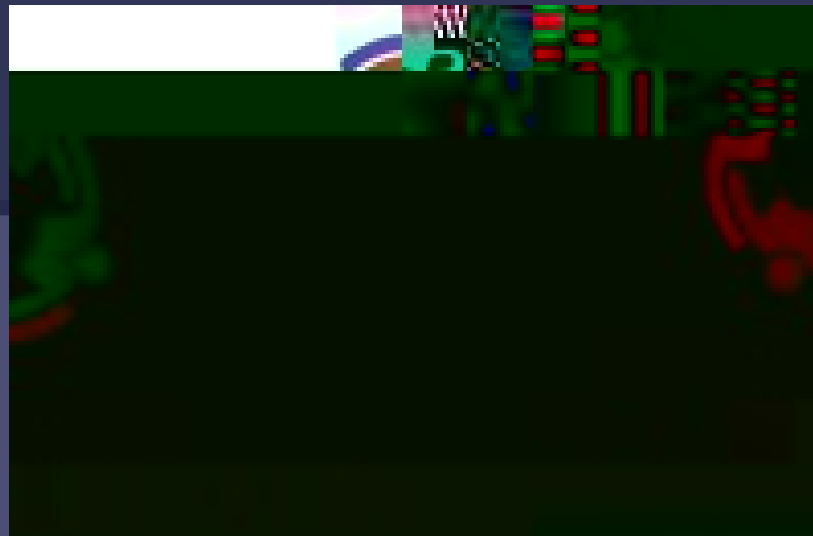
Your password the first time you login will be the Uppercase Letter for your first initial, lowercase letter for your last initial, your 6 digit User ID, last 4 digits of your SSN. Ex: Sm1234561111



The image shows a screenshot of a web-based login form. At the top, there is a header with a logo consisting of three stylized human figures in blue and yellow. Below the header, there are two input fields: "User ID" and "Password". The "User ID" field contains the text "1234567890". The "Password" field contains the text "S1234567890". A red arrow points to the "Password" field. Below the input fields is a blue "Sign in" button. At the bottom of the form, there is a checkbox labeled "Remember me" and a link for "Forgot your password?".

You will receive a notice that your password has expired.

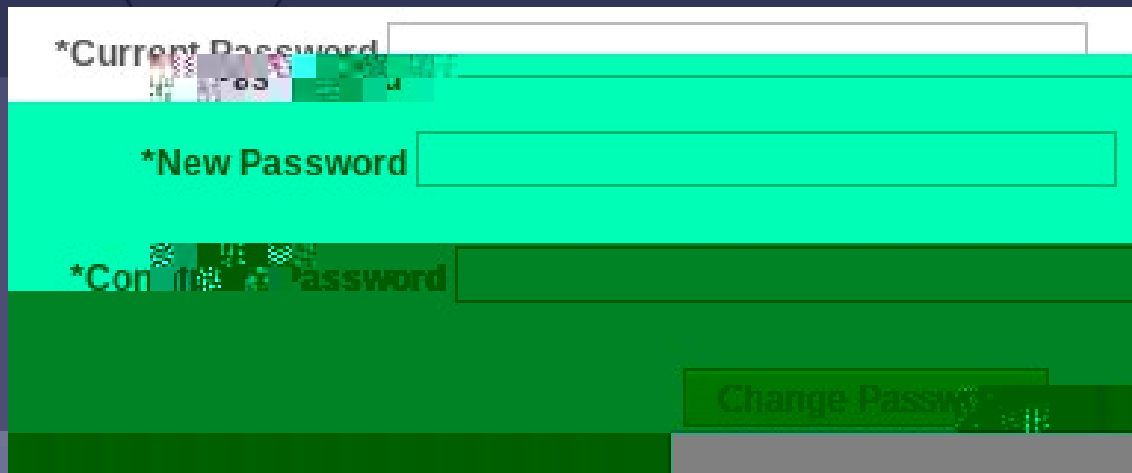
Click on the prompt to change your password.



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.)



A screenshot of a password change form. The form has three input fields: '\*Current Password', '\*New Password', and '\*Confirm Password'. The first two fields are redacted with a yellow box, and the third field is redacted with a blue box. A 'Change Password' button is visible at the bottom right of the form.



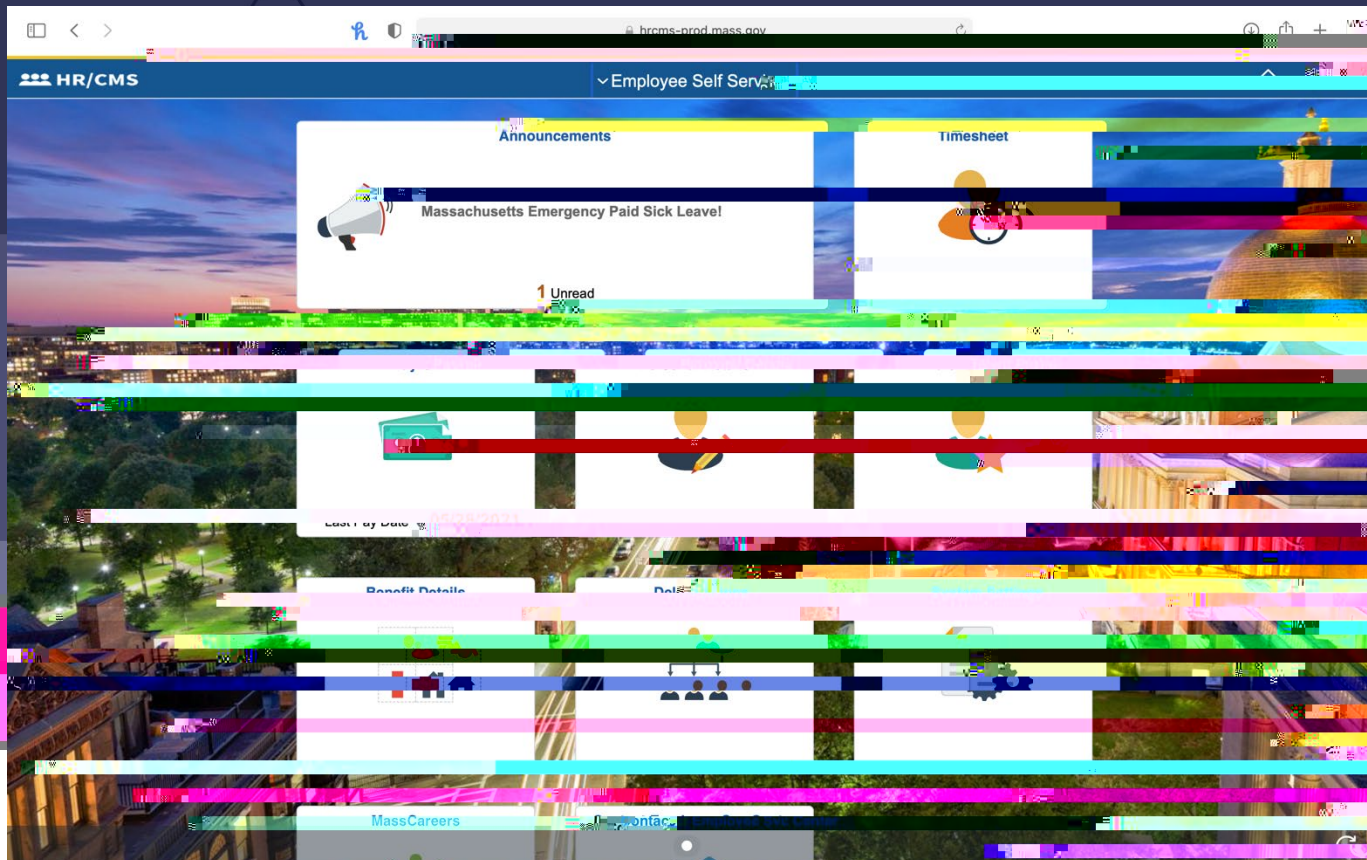
## Security Question

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.

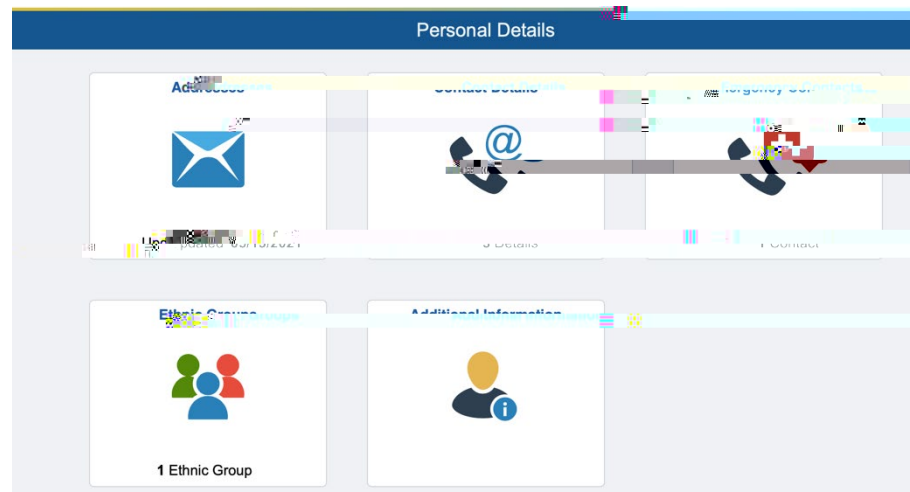
# Home Page

From the Home Page you are able to view your paychecks, update your personal information, update your direct deposit, and view and print W2s.



From the home screen you will see a **Personal Details** option. By selecting Personal Details, you are able to confirm that information such as your address, phone number and emergency contacts are correct.

Also, under **Contact Details**, you can confirm that your email contact is correct and selected as “Preferred” in order to use the Forgot Your Password function to reset your own password.





Thank you.

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

