# Time & Attendance for Faculty

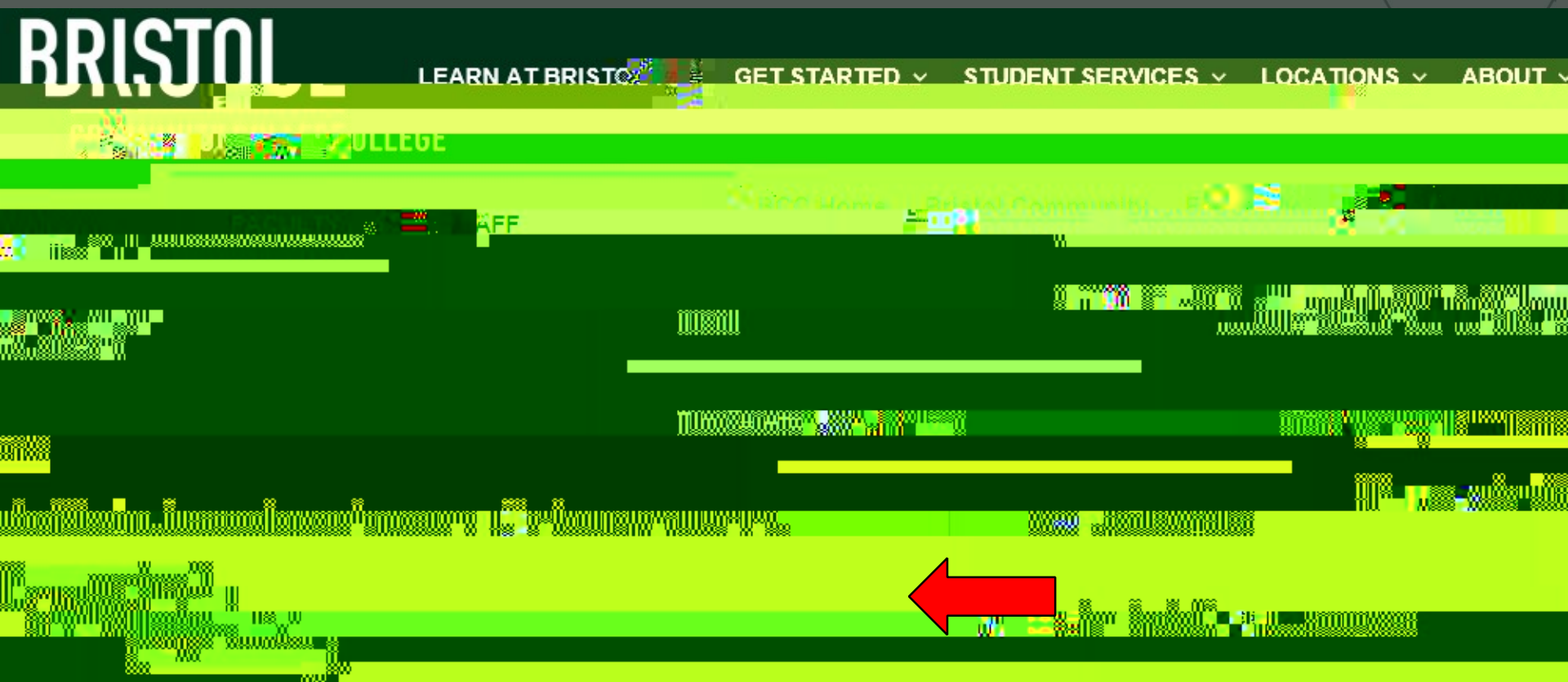## Employee Self Service

# 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.

BRISTOL
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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

User ID

Password

Forgot Your Password?

Sign In

Enable Screenreader Mode

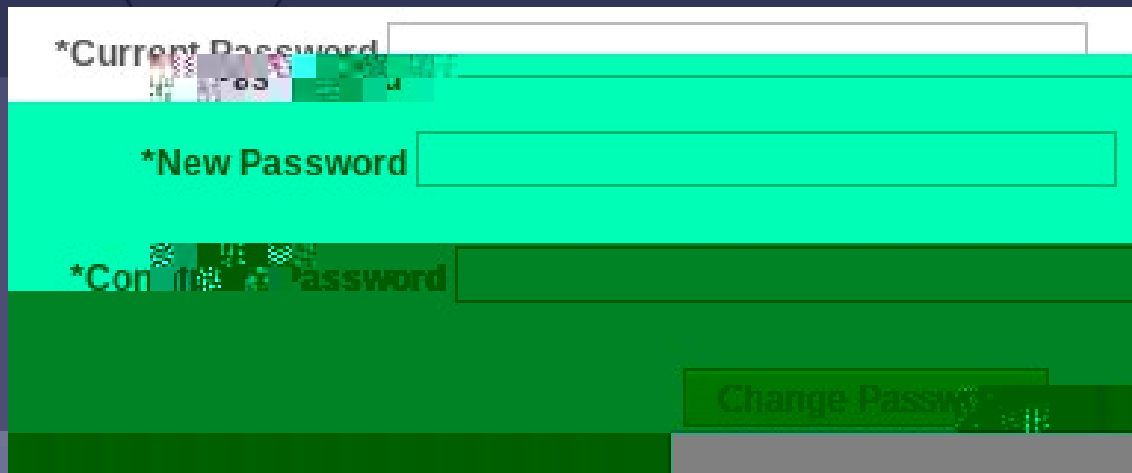You will receive a notice that your
password has expired.

Click on the prompt to
change your password.
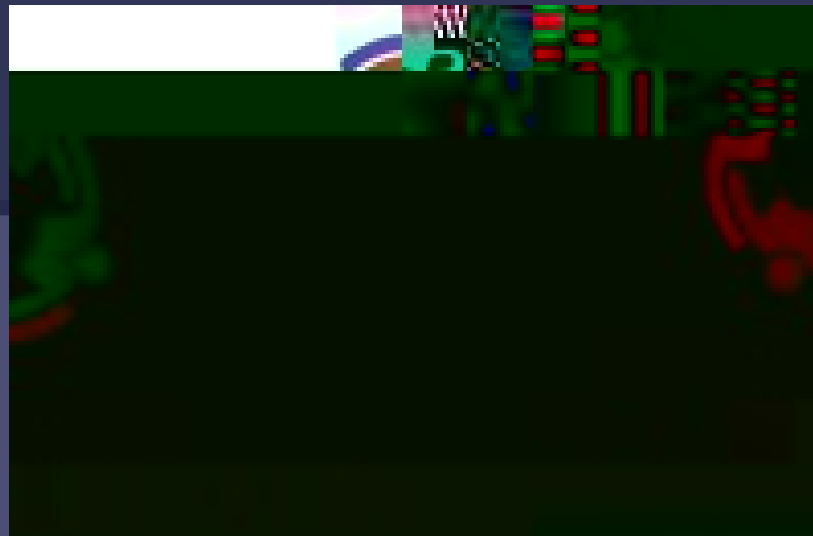
You will then be asked to enter your original password
and create a new password.

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.)

*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.

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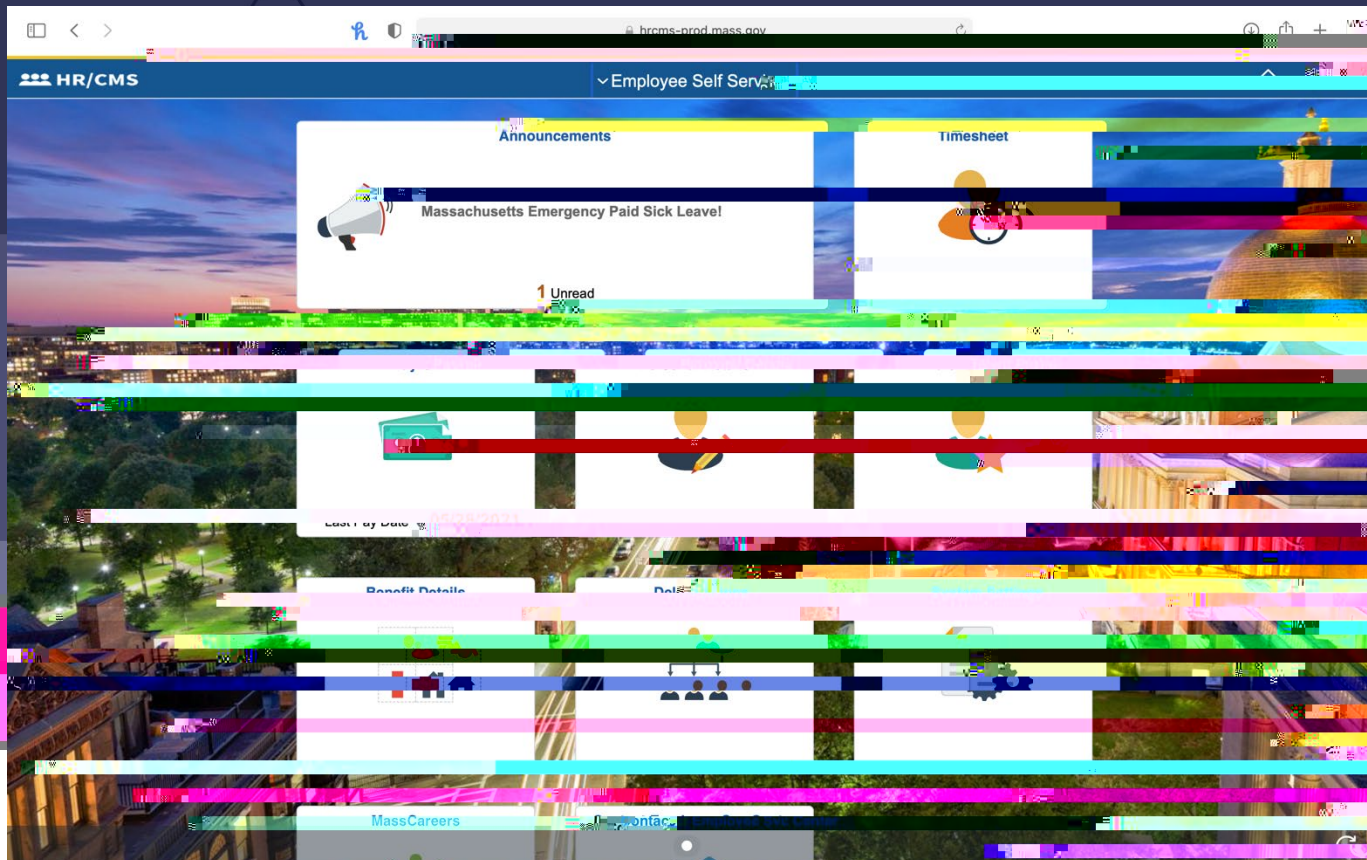
From the home screen you will see a **Personal Details** option. By selecting Personal Details, you are able to confirm that information such as your address, phone number and emergency contacts are correct.

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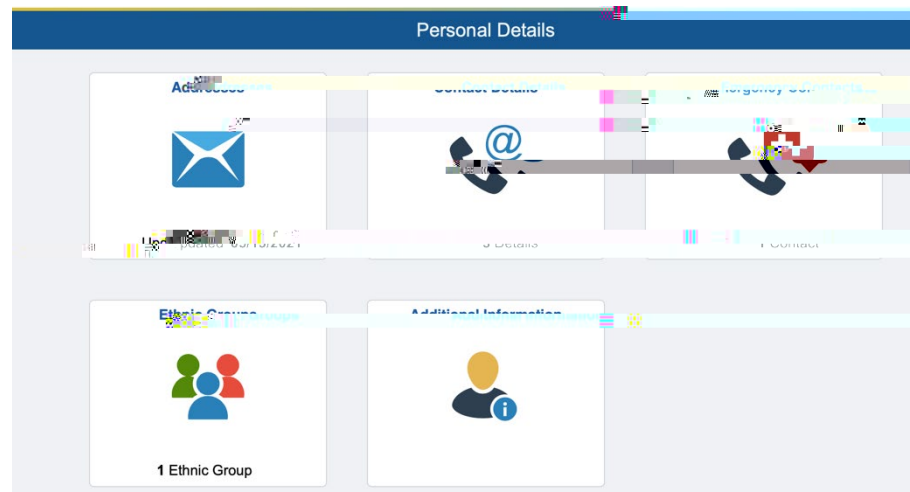
Thank you.

Should you have any questions please feel free to contact the Payroll Office at

extension 2529 or 2166.