



# Employee First Time Login for HRCMS Self Service Payroll System Page 1



Visit the HRCMS Self Service Web Site to Log in as a First Time User: [www.mass.gov/massshr](http://www.mass.gov/massshr)

Mass.gov

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NOTICE: EILB Mid-Year Open Enrollment for NEW MEMBERS ONLY begins June 18, 2018

MORE ABOUT: System Logins & Portals

## Employee Self-Service

State employees can enter time, view paystubs, update their personal information and more.

On this page you will find information about using Employee Self-Service and have direct access to the employee self-service portal. You will also be able to find information for updating your personal information and for benefit programs including the Extended Family and Medical Leave Bank (EILB) and Tuition Benefits (formerly Tuition Remission.)

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Human Resources

Scroll down and select the "Login to Employee Self-Service..." box.

### What would you like to do?

**Top tasks**

Login to Employee Self-Service to enter your time, view paystubs and more! →

**All other tasks**

<p>Forgot your Password? Need Help using the system? View contact information for the Employee Service Center. →</p>	<p>Need to update your personal information or sign up for EILB or Tuition Benefits (ESC supported only) →</p>	<p>See if your agency is supported by the ESC. →</p>
<p>View Quick Navigation Guide for Employees →</p>	<p>View Quick Navigation Guide for Approvers →</p>	<p>How are we doing? Provide feedback using our Customer Feedback Form. →</p>



### Sign In

User ID

Password

English

Sign In

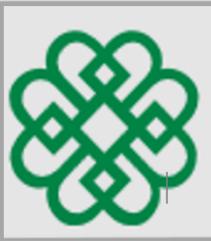
Enable Accessibility Mode

Forgot Your Password?

You will be directed to a new page displaying the login screen on the left side of the page.

To continue you will need:

- \* Your Employee ID # (from Human Resources)
- \* The last four digits of your Social Security #



## Page 2

Your User ID is your employee number (provided by Human Resources). Enter your employee number in the User ID field.

To access Employee Self Service for the first time you will enter a temporary password.

The password is composed of:

- 1<sup>st</sup> initial of your first name in uppercase
- 1<sup>st</sup> initial of your last name in lowercase
- Your employee ID number
- Last four digits of your Social Security number

So for example if your name is Maria Sanchez and your employee number is 22020 and your Social Security Number is 111-22-5101:

Enter user ID: 22020

Enter password: Ms220205101

You can also select your preferred language

Click the Sign In button at the bottom of the login screen to complete your first login.

### Sign In

User ID Employee Number

Password Temp. Password

English

Sign In

Enable Accessibility Mode

[Forgot Your Password?](#)

### Sign In

User ID 22020

Password Ms220205101

English

Sign In

Enable Accessibility Mode

[Forgot Your Password?](#)

After entering your temporary password, you will be prompted to create a new password. Your new password must meet the following guidelines.

- Contain at least one capital letter
- Contain at least one lower case letter
- Contain at least one numeral
- Minimum of 12 characters in length