

To log into HRCMS go to:
<https://hrcms-prod.state.ma.us>

To log in the first time use your HRCMS ID.
Your password the first time is your HRCMS ID followed by the last 4 digits of your social security number.

Remember your security question and answer, you will need that to access your W2 online

Go to:
Main Menu
Self Service
My Page

From the My Page screen you can access your pay check, W2, direct deposit and many other screens.
To see your leave balances click on Timesheet

Click on the job you want to see the leave balances for

Toward the bottom third of the timesheet screen there are tabs, one of which is Leave/Compensatory Time – click on the leave tab this will show you your current leave time balance

If you forget your password please contact the NECC help desk to have it reset



My Page

Announcements

- Warning!!! Important Information on Phishing Threat
- W-2 and Filing Instructions

Employee Expiring Licenses
No expiring licenses in the next 60 days

Employee Expiring Memberships
No expiring licenses in the next 60 days

My Delegation
Below is the count of the pending delegation request(s) either assigned to me or assigned by me and not accepted yet.

Status	Pending Delegation(s)

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.
- View Paycheck**
Review current and prior paychecks.
- View W2**
View electronic W-2 and W-2c forms.
- Profile Management**
Click the link to review your education/qualification/civil service information
- 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 new SaaS Recruitment Application being rolled out during FY2018. Executive department employees 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.



Report Time
Timesheet

New Window

Personalize | Find | 1-4 of 4

Job Title	Department ID	Department	Mail Drop ID	Name	Empl ID
Professor	NEC1000	Northern Essex Comm College			
Contracted Seasonal Employees	NEC1000	Northern Essex Comm College			
CC Adjunct Faculty	NEC1000	Northern Essex Comm College			
Contracted Seasonal Employees	NEC1000	Northern Essex Comm College			

Self Service
Time Reporting

Timesheet

[Redacted]

Employee ID [Redacted]

CC Adjunct Faculty

Empl Record 2

Earliest Change Date 03/20/2016

Actions

Select Another Timesheet

View By Week Previous Week Next Week

*Date 03/13/2016 Previous Job Next Job

Scheduled Hours 0.000 Reported Hours 0.000 Punch Timesheet

From Sunday 03/13/2016 to Saturday 03/19/2016

Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Fri 3/18	Sat 3/19	Total	TRC	Type	Short Description		

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

You cannot make this change at this time. Find | 1 of 1

Plan Type	Plan	Current Balance	View Detail
Leave	Earned Sick	5.000	

Return to Select Job

Self Service

Time Reporting