



February 23, 2012

## **ePostcard #1: Get Ready for Self-Service Time and Attendance and Shared Services!**

The MassHR project kicked off this past fall with three objectives: implementing new self-service time reporting technology, streamlining HR service delivery, and implementing new training and employee development programs. The first wave of activity that agencies will experience is the implementation of Self-Service Time and Attendance (SS TA) and Shared Services to support employees using the new technology. Self-Service Time and Attendance and Shared Services will be rolled out in 3 phases during 2012. Phase 1 is targeted for the pay period beginning April 22, 2012.

The ten Phase 1 participating agencies are:

- Administration and Finance – The Executive Office as well as the Human Resources Division, Operational Services Division
- Energy and Environmental Affairs - Department of Energy Resources
- Health and Human Services - Department of Elder Affairs, Division of Health Care Finance and Policy, Office for Refugees and Immigrants, Department of Veterans' Services
- Public Safety and Security - Sex Offender Registry Board
- Office of the Comptroller

### **What's In It For You?**

The new web-based time reporting technology puts you in the driver's seat both for reporting time, and in being able to view information online. You'll be able to update and submit your time online. You will also be able to view your leave balances online at your convenience.

The goal of Shared Services is to make sure you are able to get answers to time reporting-related questions you may have, and to assist you in time entry or time approval, when needed.

### **What to Expect**

Over the next 9 weeks, you will receive regular email updates about the roll out. Please read them carefully so you will be informed exactly what you need to do and when you need to do it. Between now and Sunday April 22<sup>nd</sup>, you will receive information about online training and useful tips about how to enter and view your time and attendance online. Additionally, there will be many opportunities to get answers to your questions.

## **Dates to Remember**

For the April roll out, key dates include:

- Next ePostcard update - week of February 27th
- Employee Training - April, 2012
- Phase 1 roll out - targeted for the pay period beginning April 22, 2012

We welcome your feedback and questions! Email us at [MassHRInfo@MassMail.State.MA.US](mailto:MassHRInfo@MassMail.State.MA.US).