The Commonwealth of Massachusetts

April Agency Liaison Meeting

February 28, 2012

MassHR

Delivering HR Services That Matter

Objectives & Discussion Agenda

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1. Self-Service Time and Attendance (Lynn)
   - Answer questions (including questions previously submitted)
2. Data Conversion (Lynn/Deb)
   - Review of future time reporting cut-offs prior to go live
3. Communications (Deidre/Chris)
   - Agency feedback on initial ePostcard, published 2/23
   - Review of planned weekly ePostcards going forward
   - Review of Leadership Update
4. Transition Workshops (Lynn)
5. Question and Answer

Data Conversion – Reported Time

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1. No future dates in Time Reporter Data page after 4/21/12. The project will insert rows effective 4/22/12 for new self service workgroups, rule element fields, etc.
2. No future time entries in timesheet past 4/21/12.
3. Assigned Work Schedules can be maintained by agencies going forward from 2/17/12.
4. Agencies can submit changes on rule elements to Nicole Jin at Nicole.Jin@MassMail.State.MA.US until 3/31/12 on a separate spreadsheet.
5. Any new hires, transfers or changes to an employee's key self service data after 3/31/12 need to be tracked by the agency and updated in HR/CMS on 4/23/12 for Workgroups, Time Reporter Data Template Type, and Rule Elements.

Data Conversion – Punch Time

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- ❑ Alert your HR/Payroll group about the deadlines concerning the reporting of future time
- ❑ Listen for employee feedback regarding the weekly ePostcards

✓Are people reading the messages?

✓Are they asking questions?

- ❑ Be prepared to assist us with Transition Workshop logistics

✓Selecting dates and time

✓Securing a meeting room

✓Engaging HR/Payroll representative to be part of the presentation and answer questions specific agency policy

Data Conversion – Punch Time

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5. Agencies can submit changes on schedules and rule elements to Nicole Jin at Nicole.Jin@MassMail.State.MA.US until 3/31/12 on a separate spreadsheet.
6. Any new hires, transfers or changes to an employee's key self service data after 3/31/12 need to be tracked by the agency and updated in HR/CMS on 4/23/12 for Workgroup, Time Reporter Data Template Type, Rule Elements and Work Assign Schedules.

Communication

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Weekly ePostcards

1. Intended to provide employees with short, relevant messages about the upcoming Self-Service Time and Attendance and Shared Services roll-out
   - Easy to read; on one email screen
   - Key concept, definition of terms, preview of upcoming messages
2. Sequence of information intended to build knowledge and confidence

Sequenced ePostcard Messages – published weekly
Employee Training – What online training will be available and how employees access training
"How Tos" for Getting Ready – Entering and submitting time; time approval; adjusting time
Shared Services – What Shared Services will offer ;when employees should contact Shared Services
Information about employee login and password for Self-Service Time and Attendance
What to Expect Day #1 – A readiness list employees can review to check their preparedness
Post Go-Live Message to provide updates and thank employees for their effort

Transition Workshops

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Review of Self-Service Time and Attendance onsite with agencies

1. Meet with small groups of employees
    1. Approx. 25 at a time to encourage Q&A
    2. Sessions no longer than 1.5 hours
    3. Agency liaison and/or agency HR/Payroll representative will attend
    4. Sessions will start post March 26th

Check In and Announcements:

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- Communication of desktop requirements to IT Staff?
- Still seeking Trainers/Super Users from a few agencies:
  - EOAF - ANF: Manny Goncalves assigned as Tester, but no one assigned as Trainer
  - EOAF - HRD: Elaine LaMonica and Scott Olson assigned as Testers, but no one assigned as Trainers
  - EOEEA - ENE: Alexandra Johnson assigned as Tester, but no one assigned as Trainer
- Next liaison meeting is planned for 2 hours. The focus of the agenda will be Shared Services

Action Items:

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- ❑ Alert your HR/Payroll group about the deadlines concerning the reporting of future time
- ❑ Listen for employee feedback regarding the weekly ePostcards

✓Are people reading the messages?

✓Are they asking questions?

- ❑ Schedule Transition Workshop

✓Send invites with dates/times/locations

✓Engage HR/Payroll representative to be part of the presentation and answer questions specific agency policy

Open Questions?

Contact us:

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