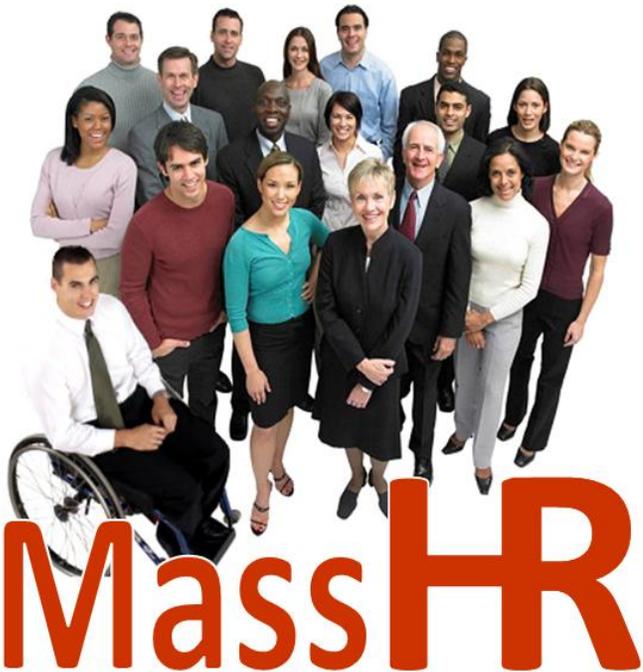




The Commonwealth of Massachusetts

April Agency Liaison Meeting

March 20, 2012



Delivering HR Services That Matter

Objectives & Discussion Agenda

1. Time Approval
 - Demo of the Manager's Dashboard
 - Review of planned communications to time approvers
2. Accessibility
3. Readiness Update
 - HR/Payroll training registration
 - Operational Readiness Testing
4. Q&A



Time Approval

- Demo of Time Approval and the Manager's Dashboard
- Review of planned communication to time approvers

Agency Readiness Operational Readiness Testing

- Testing dates are March 27, 28 and 29 in the McCormack Building 10th Floor PC Lab from 9 a.m. - noon and 1 p.m. to 3 p.m. each day
- Testers should plan to attend the opening of the first session (Tuesday, 9:00 a.m. - 10:30 a.m.) and then spend as much time as they can working with the system over the following days
- Testing scenarios will be provided

Agency	Operational Readiness Tester
SECRETARIAT (HHS)	Alan Malonson
SECRETARIAT (HHS)	Sue Hebert
SECRETARIAT (HHS)	Michele Chandler
SECRETARIAT (HHS)	Terrina Austin Smith
SECRETARIAT (ANF)	Manny Gonsalves
OSD	Elaine LaMonica
HRD	Scott Olson
HRD	Eleice Latham
ENE	Alexandra Johnson
SOR	Maureen Coletti
CTR	Jane Christopher
CTR	Lauren Johnson
CTR	Lillie Spriggs

Agency Readiness Update

	Data Collec- tion	Assign Super User	Assign Tester	Verify Desktop Reqt's	Collect Feedback on Comms	Transition Workshop Scheduled	Schedule ILT for Agency HR/PY staff	Online Learning (default timesheet)	Roles and Responsi- bilities Discussion
ANF Sec't. M. Gonsalves	√	√	√	√		√	√		
ANF: HRD Scott Olson	√	√	√	√		√	√		
ANF: OSD Elaine LaMonica	√	√	√	√		√			
EEA: ENE Jane Savery	√	√	√	√		√			
HHS: ELD Mary Cummings	√	√	√	√		√	√		
HHS: HCF Jen Gorke	√	√	√	√		√			
HHS: ORI Melixza Gonzalez	√	√	√	√		√			
HHS: VET Cheryl Poppe	√	√	√	√		√			
CTR Fred Russo	√	√	√	√		√			
PSS: SOR Jeanne Holmes	√	√	√	√		√	√		



Reminders

Training and Coaching

Schedule

Instructor-Led Training for HR/Payroll Staff (attend 1 session)

April 4, 5 and 10, 9 a.m. - 4 p.m., McCormack Building, 10th Floor PC Lab

Super User Coaching Sessions (attend 1 session)

April 3 and April 12, 9 a.m. - 4 p.m., McCormack Building, 8th Floor PC Lab

On 3/29, all super users received meeting invitations for these sessions.

Registration Process for Instructor Led Training

Submit names/email/preferred date to MassHR.Training@MassMail.State.MA.US.
Space will be assigned on a first come, first served basis



Announcements

Liaison Meeting on March 27th will cover the following topics

- Prior Period Adjustments
- Future Time Entry

Special PUG meeting – Thursday, April 12



Open Questions?



Contact us:

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