

MassHR Self-Service Time and Attendance Agency Readiness Checklist – APRIL ROLLOUT

	<p>Readiness Activities</p>
	<p>Confirm minimum desktop standards to access Self-Service Time and Attendance.</p> <p>Audience: Agency IT When: Completed or April rollout; ongoing for new computer deployments</p>
	<p>Post MassHR posters in high-traffic areas (available at www.mass.gov/masshr).</p> <p>Audience: All agency employees When: a.s.a.p.</p>
	<p>Encourage employees to view online learning courses (visit www.mass.gov/masshr - click “MassHR Training Opportunities and Support Tools” in left navigation pane).</p> <p>Audience: All agency employees When: Online learning opened April 2</p>
	<p>Ensure agency has assigned “SS TA Admin” roles (spreadsheets distributed Monday, April 2 and are due back April 10). PLEASE update the spreadsheet and send the updated spreadsheet to Jeremy Stephenson.</p> <p>Audience: Agency HR/Payroll When: Bu Tuesday, April 10. Return completed spreadsheets to Jeremy Stephenson (Jeremy.staphenson@massmail.state.ma.us)</p>
	<p>Ensure all employees know what their default timesheet is (punch or reported) so that they can select the appropriate online learning course. Your agency specified this in the data collection spreadsheets you completed.</p> <p>Audience: All agency employees When: Immediately</p>
	<p>Help communicate SS TA login ID and password to all employees. The login ID for all employees will be their EMPLOYEE ID and their initial password will be their EMPLOYEE ID + the LAST 4 DIGITS of their Social Security number. Once they login for the first time, they will be prompted to re-set their password.</p> <p>Audience: All agency employees When: By April 20</p>
	<p>Help your agency understand weekly time reporting and approval deadlines. Weekly time reporting deadline is Thursday at 5 p.m. Weekly time approval deadline is Friday at noon.</p> <p>Audience: All agency employees When: Immediately</p>

	<p>Readiness Activities</p>
	<p>Name the primary and secondary ESC points of contact for your agency.</p> <p>Audience: Agency HR/Payroll When: By Friday, April 13. Submit the name, phone number and email address of both the primary and secondary points of contact to christine.swistro@massmail.state.ma.us.</p>
	<p><u>Recommended Internal Briefing:</u> Implications of UNB Rule Element setting. With UNB, employees will need to specify comp or overtime on their spreadsheet when reporting hours in excess of their standard schedule. (Handout available.)</p> <p>Audience: All agency employees When: By April 20</p>
	<p><u>Recommended Internal Briefing:</u> Role of the Employee Service Center and how the ESC will interface with agency HR/Payroll. (Handout available.)</p> <p>Audience: All agency employees When: By April 20</p>
	<p><u>Recommended Internal Briefing:</u> Global updates to HR/CMS and changes to Payroll reports. (Handout under development.)</p> <p>Audience: Agency HR/Payroll When: By April 20</p>
	<p><u>Recommended Housekeeping Activities:</u> Refresh agency policies and internal control documents to match new Time and Attendance processes. (Handout available.)</p> <p>Audience: Agency HR/Payroll When: By April 20</p>
	<p><u>Recommended Housekeeping Activities:</u> Refresh agency warehouse queries after go-live.</p> <p>Audience: Agency HR/Payroll When: After go live</p>
	<p><u>Recommended Housekeeping Activities:</u> Refresh any links from agency webpage to MassHR website and Knowledge Center.</p> <p>Audience: Agency HR/Payroll When: By April 20</p>
	<p><u>Recommended Housekeeping Activities:</u> Ensure onboarding process for new employees has been updated to include information about SS TA login ID and password.</p> <p>Audience: Agency HR/Payroll When: By April 20</p>