



The Commonwealth of Massachusetts

Agency Liaison Meeting Rollout #2

March 15, 2012



Objectives & Discussion Agenda

1. Communications
 - MassHR website demo
2. Review of Self-Service Time and Attendance
 - Timesheets – punch vs reported time
 - Demo: review of time entry
3. Check-in on data collection
4. Readiness Checklist
 - Minimum Desktop Requirements
5. Q&A
6. **Catch Up** (for those liaisons who were not able to attend the March 1st Kick Off)



Readiness Checklist

Each meeting, we will check in on readiness items intended to help ensure that your agency is ready for a successful deployment in June.

Readiness Item	Action Required	By When
Agency Data Collection Template	Please submit completed Data Collection file to Nicole Jin (Nicole.Jin@massmail.state.ma.us)	March 30
Desktop Requirements	Validate agency compliance with minimum desktop requirements	April 13

SSTA System Requirements

Certified Operating Systems	Certified Browsers
<ul style="list-style-type: none"> •Apple Mac OS (Intel/PowerPC) •Windows (32&64bit) •Linux (x86 & x86-64) 	<ul style="list-style-type: none"> •Firefox 3.6 and up •Internet Explorer 7, 8 and 9 •Safari 3,4 and 5
Workstations (Min.)	Workstations (Ideal)
<ul style="list-style-type: none"> •256 MB RAM •1GHz Pentium or equivalent •800x600 VGA Controller •10/100 NIC 	<ul style="list-style-type: none"> •1 GB RAM •1GHz Pentium or equivalent •1024x768 16bit Graphics Controller •10/100 NIC
Network requirement estimates for Self Service Time and Attendance	
Core PeopleSoft User – 3.4 kBps (27.2 kbps) / User SSTA User – 2.4 kBps (19.2 kbps) / User	N/A



Announcements

- Attend next Liaison meeting March 29
- Attend special PUG Meeting on April 12 to hear about upcoming changes for all HR/CMS users



Open Questions?



Contact us:

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