



The Commonwealth of Massachusetts

Agency Liaison Meeting Rollout #2

April 12, 2012



Objectives & Discussion Agenda

System Demonstration

- Manager Dashboard review
- Delegate Time Approval

Communication Update

- MassHR Website review and updates

Agency Readiness

- SS TA System Requirements
- Online learning – Liaisons test links
- Agency Readiness Checklist

Follow-Up

- Question about printing from SS TA
- View of Timesheets
- ePostcard sample

Announcements



System Demonstration

- Manager Dashboard review
- Delegate Time Approval



Communications Update

- MassHR Website review and updates



Agency Readiness

- Liaison Toolkit
 - Review of items on website (www.mass.gov/hrd)
- Agency Readiness Checklist
 - What is it? How will we use it? (Handout)
- Online Learning and SS TA Desktop Requirements



Agency Readiness

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)	Complete
Confirmation of ePostcard #1 Distribution	Confirm that your HR Director has sent ePostcard #1 (due out April 5) and that employees have read and understood it.	DELAYED
Desktop Requirements (for online learning and SS TA)	Validate agency compliance with minimum desktop requirements	April 13



Follow-Up

- Question about printing from SS TA
- View of Timesheets
- ePostcard sample



Follow-Up: View of Timesheet

Self-Service Time and Attendance (SSTA)

ORACLE

Menu
Self-Service
Time Reporting
Report Time
Timesheet
Change My Password
My Personalizations
My System Profile

Timesheet
Your Name: [Name] | Your Employee ID: [ID]
Empl ID: [ID] | Employee Record Number: [Number]
Job Title: [Title]

Click for instructions

View By: Week | Date: 04/01/2012 | Refresh | Previous Week | Next

Populate Time From: Schedule Information
Reported Hours: 0.000 Hours | Scheduled Hours: 37.500 Hours

From 04/01/2012 to 04/07/2012

Day	Date	Status	In	Meal	In	Out	Punch Total	TRC	Type	Short Description	Quantity	Sched Hrs	Taskgroup	Time Zone
Sun	4/1	New										8.00	MATSHGRP	EST
Mon	4/2	New	9:00:00AM	12:00:00PM	12:30:00PM	8:00:00PM	7.500					7.50	MATSHGRP	EST
Tue	4/3	New	9:00:00AM	12:00:00PM	12:30:00PM	8:00:00PM	7.500					7.50	MATSHGRP	EST
Wed	4/4	New	9:00:00AM	12:00:00PM	12:30:00PM	8:00:00PM	7.500					7.50	MATSHGRP	EST
Thu	4/5	New	9:00:00AM	12:00:00PM	12:30:00PM	8:00:00PM	7.500					7.50	MATSHGRP	EST
Fri	4/6	New	9:00:00AM	12:00:00PM	12:30:00PM	8:00:00PM	7.500					7.50	MATSHGRP	EST
Sat	4/7	New										8.00	MATSHGRP	EST

Submit Clear

Here your work schedule is displayed. You can change the time as needed.

When complete click Submit to send your time for

Follow-Up: ePostcard Sample (for April rollout)



March 1, 2012

A New Method for Time Reporting

Self-Service Time and Attendance is new technology for reporting time. Your agency will start using Self-Service Time and Attendance for the pay period beginning April 22nd. Just as you report your time on a daily basis today, with Self-Service Time and Attendance, you will report your time each day. The difference is that you will report and submit your time online.

To make time reporting as easy as possible for you, your online timesheet will be pre-populated with your standard work schedule. When you report time, you will need to review your timesheet make any necessary updates (such as reporting vacation or other time), and click “submit” for your timesheet to be processed. Once you submit your time, your manager or supervisor will review and approve your reported time.



Announcements

Next Liaison meeting:

Thursday, April 26, 9:30–11:00 a.m., Videoconference Room, Room 1002

Thursday, April 26, 2:00-3:30 p.m., Videoconference Room, Room 1002

And via web conference

Special PUG (Payroll User Group) meeting:

Thursday, April 12, 2:00 – 4:00 pm, 21st floor



Open Questions?



Contact:

Chris Swistro: Christine.Swistro@massmail.state.ma.us

