

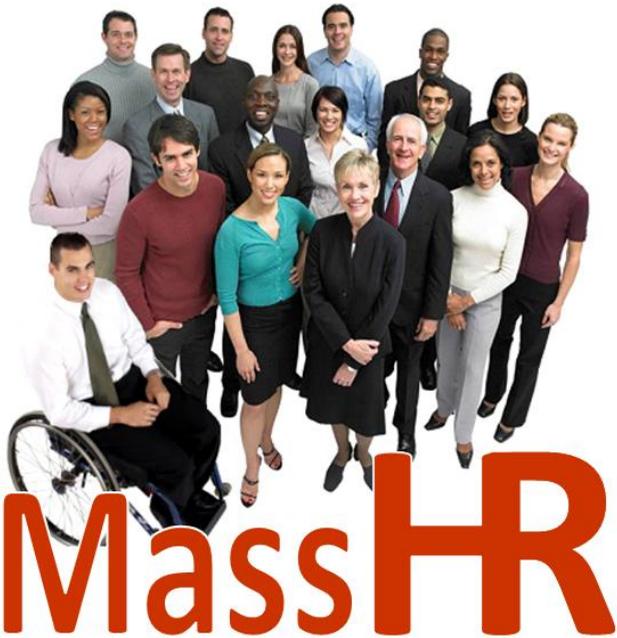


The Commonwealth of Massachusetts

# SS TA Liaison Meeting Roll-Out #2

*Higher Education Colleges and Universities*

June 7, 2012



Delivering HR Services That Matter

# Objectives & Discussion Agenda

## Readiness

- **Communications**
  - ePostcards
  - Internal newsletters
  - Posters
- **Training**
  - Schedule review
  - Registration
  - Transition Meetings
- **Implementation tasks**
  - Security Roles
  - Lessons Learned from Rollout 1: Nature/type of calls coming in to ESC

## Updates/Announcements



# Readiness: Communications

## ePostcards

- This week's message is ePostcard #6
- Feedback from employees?

## Internal Newsletters

- Are there opportunities for additional messages to go out?
- If we prepare short messages (200 words) can Liaisons help get these into newsletters?
- Topic suggestions?

## Posters

- We've got posters ready for you to post and distribute at your college/university



# HR/Payroll and Presenter Calendar

June 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
			(May) 31 Presenter: 10:00 am – 12:00 pm 1:00 – 3:00 pm	1 Presenter: 9:30 – 11:30 am 2:00 – 4:00 pm
4 Presenter: 10:00 am – 12:00 pm 1:00 – 3:00 pm	5 ESC HR/PY Presenter: 9:30 – 11:30 am 2:00 – 4:00 pm	6 ESC HR/PY Presenter: 10:00 am – 12:00 pm 1:00 – 3:00 pm	7 Presenter: 3:00 – 4:30 pm	8
11 ESC HR/PY	12 ESC HR/PY	13 ESC HR/PY	14	15
18 ESC HR/PY	19	20	21	22
25 Non ESC HR/PY	26 Non ESC HR/PY	27 Non ESC HR/PY	28 Non ESC HR/PY	29



# Readiness: Training

## HR/Payroll Training

- Invitation to register for HR/Payroll training emailed today, June 7
- Email contains instructions for registration
- HR/PY training will be conducted in Boston; it's an all-day session
- Date: June 26, 27, 28 and July 11

## Presenter Training

- Email ready to be sent to 61 people identified for Presenter Training
- Focus is on preparing individuals to deliver Employee Transition Meetings at your campuses
- Is it OK to communicate with your employees about this



# Readiness: Transition Meetings

## Approver Transition Meetings

- Meetings schedule through early July across the state
- Schedule indicates whether the focus will be on Punch timesheets or Reported timesheets
- Liaisons enlisted to send Approver Transition Meeting announcement to Time Approvers
- Review process:
  - ✓ Liaisons will receive sample email and the list of names of their college's Time Approvers.
  - ✓ Email contains dates/times for Approver Transition Meetings and instructions for registration
  - ✓ Time Approvers will be asked to register for an Approver Transition Meeting

## Employee Transition Meetings

- Meetings to be conducted in June by College Presenters
- Goal is to engage as many employees as possible in these sessions



# Readiness: Implementation Tasks

## Reminder: Communicate to your employees ....

- Whether they will use a “punch” or “reported” timesheet
- Your college’s absence and out-of-office policies and procedures as they do and do not relate to SS TA.

## New Security Roles specific to SS TA

- SS TA will require the addition of security roles
- HR/Payroll core users will need to have SS TA roles added to their security profile
- Non-HR/Payroll core users assigned to SS TA roles will need both a UAID and an SS TA security role
- Department Security Officers will need to update/request security role assignment for SS TA through InTempo
- Department Security Officer can view who in their college has access to which role via the Doc Direct report “SEC\_HRCMS”



# Readiness: Implementation Tasks

## New Security Roles

### SS TA Admin

- Current HR/PY staff

### SS TA Delegate

- HR/PY staff
- Someone in the college who needs to be able to delegate time approval on behalf of a Time Approver

### SS TA Email/Password Setup

- Change employee emails and passwords



# Readiness: Implementation Tasks

## Security Action Items for Colleges

- DSO should review current HR/CMS security roles
- College needs to determine who should be assigned SS TA Admin, SS TA Delegate, and SS TA Email/Password re-set roles
- DSO needs to request security role assignment in InTempo
  - Those with a UAID need SS TA roles added
  - Those without a UAID need to get a UAID and the SS TA role assignment



# Lessons Learned from Rollout 1:

## Nature/type of calls coming in to ESC

- Logging into Self-Service
  - Username and Password formats
  - Password resets
- Time Entry
  - Entering or changing “exception” (non-REG) time
  - Entering REG time on a punch timesheet
- Manager's Dashboard
  - Seeing employees on the dashboard
  - Approving employees on the dashboard
- Delegations
  - Seeing delegations - from whom and to whom
  - Viewing delegated employees on the dashboard



# Open Questions



Change Management: [MassHR.CMTeam@massmail.state.ma.us](mailto:MassHR.CMTeam@massmail.state.ma.us)

