



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 04-91

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Directors for Workforce Integration
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

Date: December 9, 2004

Subject: Changes in MOSES Version 18.0

Purpose: To provide information regarding changes in MOSES Version 18.0. Version 18.0 will be released to users when they sign onto MOSES on Monday, December 13, 2004.

Action

Required: IT Coordinators, MOSES Local Experts and local career center managers should assure that all MOSES users in their office(s) have a copy of the document, Description of Changes in MOSES Version 18.0 that is found in the following section.

Effective: Immediately

Inquiries: Questions about the MOSES application should be directed to the MOSES Help Desk at (617) 626-5656.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #04-91.

Description of Changes in MOSES Version 18.0

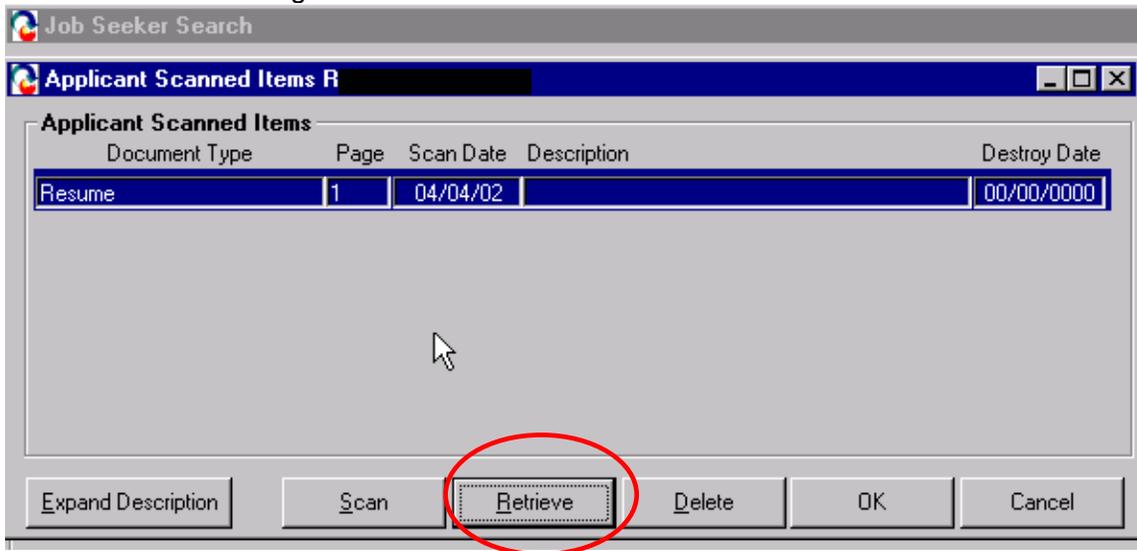
Reminder: With every new MOSES Build, the STAFF NAME (MOSES User ID) will not pre-fill when users log onto MOSES. **Users must enter their STAFF NAME** in the block on the *Welcome to MOSES* sign-in screen, along with their password and the last four digits of their Social Security number. The MOSES Staff ID is generally the first letter of the user's first name and the first 4 letters of the user's last name.

The key MOSES 18.0 changes are:

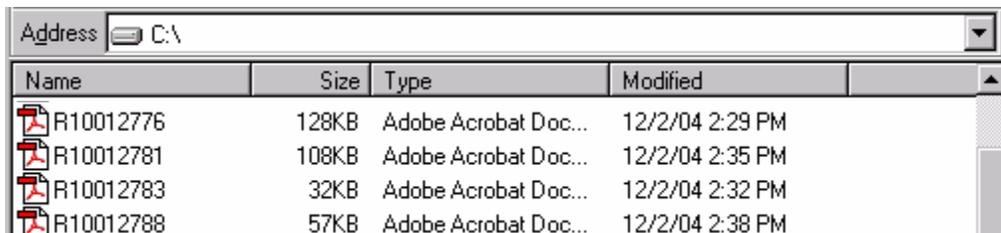
1. **Viewing an Attached Job Seeker Resume:** It is now possible to view the PDF file of a resume that a Job Quest user has attached to their MJQ/MOSES record.

Job Quest Users can attach a Resume that is a Word document. An overnight batch process will transform the Word document into a PDF file. This file is named using the Job Seeker ID number. In this example the PDF resume for Job Seeker #10012788 is named R10012788.PDF. To view the job seeker resume in MOSES open the job seeker record, click on Job Seeker – Scanning on the MOSES menu bar. Any resume attached to the job seeker record through MJQ will display as a PDF file. Select the resume PDF file and click on Retrieve.

Job Seeker – Scanning – select the Resume document – click on Retrieve

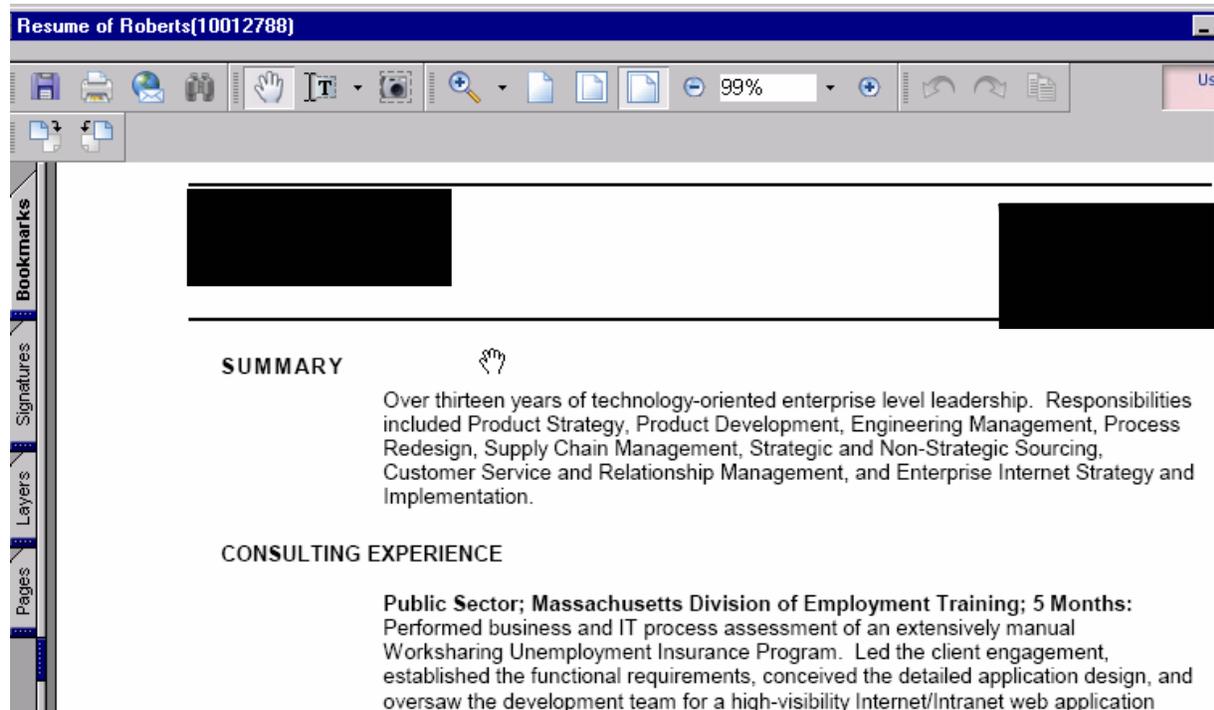


Adobe Acrobat Reader will display the PDF file (on page 3). All PDF files that you retrieve will be stored on your C:\ drive. If these PDF files accumulate in C:\ you may want to delete the older PDF files periodically.



PDF Resume entered by the Job Seeker on Massachusetts JobQuest

Please note that the Job Seeker last name and ID# is displayed on the Adobe Acrobat banner.



2. "Other Job" and "Called to Active Duty" have been added to the list of reasons for leaving a job on the Job Seeker – Work Experience Details screen – Reason for Leaving. Often a job seeker will leave an employer to start another job. With more and more National Guard and Reservists being called to active duty, Called to Active Duty is a valid reason for leaving a job. (It is not "End of Military Service" and is not "Joined Military Service" since the individual is still serving.)

Reason For Leaving:	
Additional Info	
NAICS Code:	Other
NAICS Sector:	Other Job
NAICS Subsector:	Personal Health
NAICS Ind Group:	Quit
	Retired

Other Details	
Main Duties:	Prepare customers for stylists.
<input checked="" type="checkbox"/> Suppressed Salary(\$):	10.00
Salary Unit:	Hour
Benefits:	
Reason For Leaving	
Additional Info	
▶ NAICS Code: 8121	Airline/Related Industry Impact
▶ NAICS Sector:	Called to Active Duty
▶ NAICS Subsector:	Comm of Mass Budget Impact - non-state employee
▶ NAICS Ind Group:	Comm of Mass Budget Impact - state employee
	Company Closed

3. **Event Duration can now be set for less than 1 hour.** In Event Maintenance, the Duration field will now accept time periods less than 1 hour, for example, 0.5 hours.

4. **An Event Description has been added to all Career Center Seminar events.** All Job Seeker events labeled “Career Center Seminar” with a Category of CCS/REO have been given the following description – “An overview of services, resources and options available at your local career center.”

NOTE: Most of the corrections and changes in MOSES Version 18.0 for the MOSES Staff View and for Trade Adjustment Assistance/ Rapid Response/ National Emergency Grants (TAARRNEG) are transparent to the user and do not require an explanation.

Please contact the MOSES Help Desk (617-626-5656) if you have any MOSES questions on the above changes.