



# Workforce Issuance

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**100 DCS 02.149**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MassHire DCS Operations Managers

**cc:** WIOA State Partners

**From:** Diane Hurley, Acting Director  
MassHire Department of Career Services

**Date:** January 23, 2023

**Subject:** **MOSES Version 40.4 available in MOSES on Wednesday, February 1, 2023**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that MOSES 40.4 is scheduled for release to the desktops on Wednesday, February 1, 2023.

**Background:** These MOSES changes will **not** require a MOSES shut down. They are just text updates to specific sections of MOSES. (See below for more details.)

This will **NOT** interrupt MOSES or other IT services or functions to the offices.

The standard procedure to access the new MOSES build will be followed for those staff that log on to Amazon WorkSpaces (AWS) for their MOSES access. You must open your WorkDocs Drive before opening MOSES.

AppStream users will automatically get the build upon login.

The build is planned to be released Wednesday, February 1, to desktops.

## Action

**Requested:** MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of pending MOSES changes coming on or by February 1, 2023.

In addition, MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff log on Wednesday, February 1, into their Work Docs account before logging into MOSES. *(Due to the timetable this may happen on Tuesday January 31. Staff will just need to log in and out of MOSES.)*

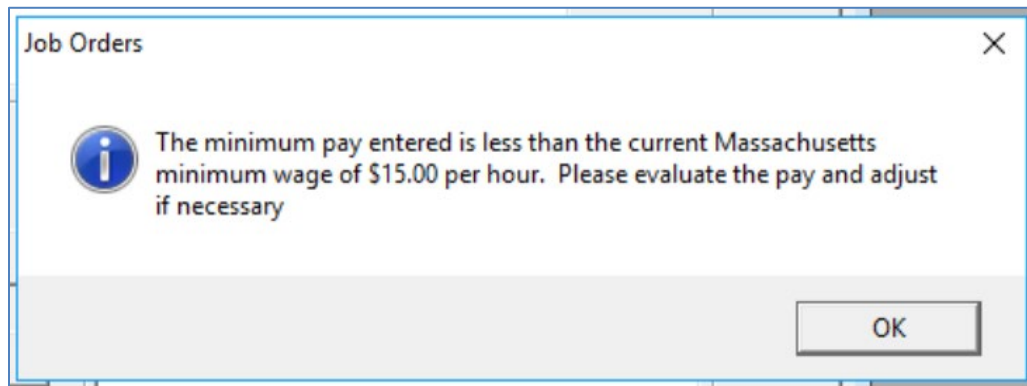
**Effective:** Immediately

**Inquiries:** Please email all questions to [Thomas.M.Cartier@mass.gov](mailto:Thomas.M.Cartier@mass.gov). Please reference this MassWorkforce Issuance number in your inquiry.

## Description of Key Changes in MOSES Version 40.4

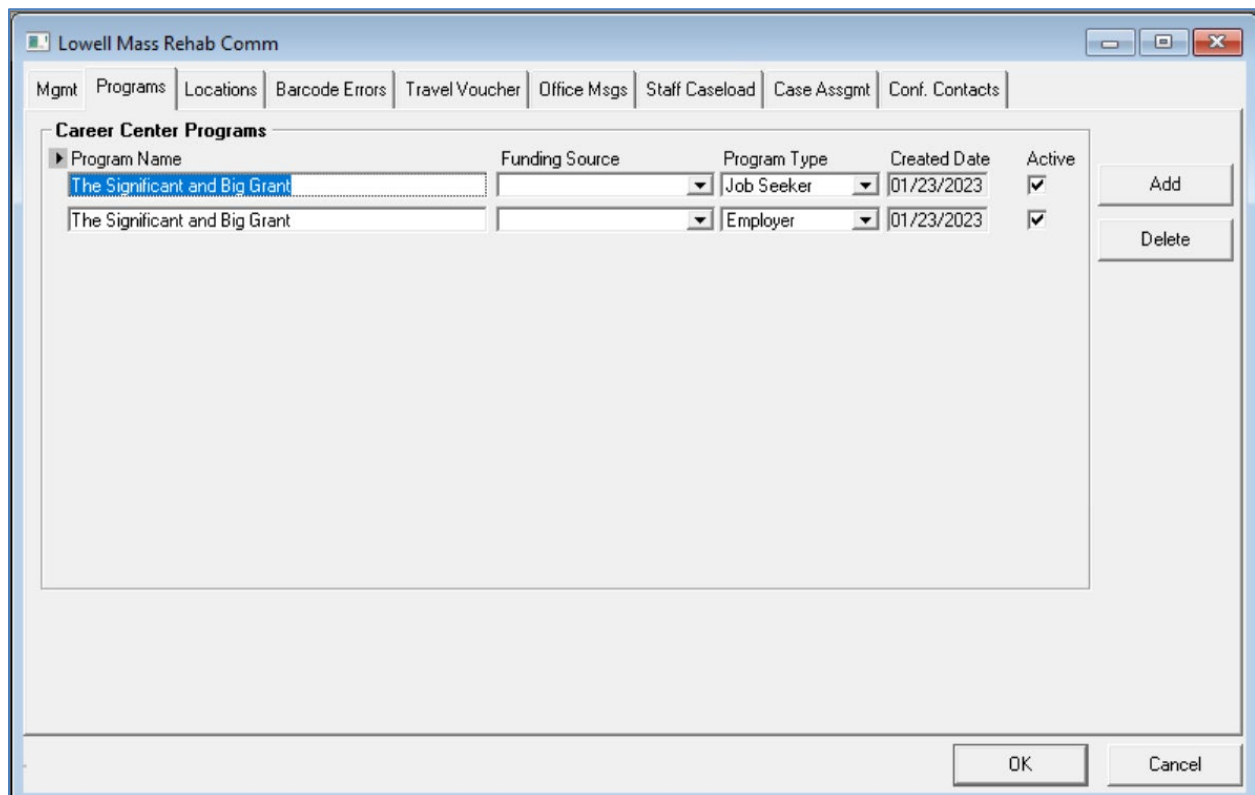
### 1. Massachusetts State Minimum Wage updated:

The Commonwealth of Massachusetts minimum wage has been updated in MOSES to \$15.00 for nonfood service postings.



### 2. Career Center Management – Programs tab:

This revision will allow Programs with different Program Types (Job Seeker or Employer) to be saved with the same name.



### 3. Expand Training Course - Contact Name Field:

In the Training Course records, expand the Contact Name field to 40 characters.

Training Course ( FINE Mortuary College, Funeral Service )

Basic Additional Info Schedule Performance Costs Youth Worksites Targeted Occupations Program Courses Enrolled

**Contacts**

Type	Title	Name	Business Title	Phone	Ext.	Fax	Email
Admissions	Dr.	Barnabas Tombstor	Coordinator of Student R	(781)762-1211	14	(781)762-7177	stone@email.com

Add Delete

**Course Results**

☒ Degree ☐ License  
☐ Certificate ☐ Credential

Description of Degree/License/Certification/Credential

The Associate Degree in Applied Science in Funeral Service program at FINE Mortuary College, LLC: A Private Two Year

If none of the above, how is the program recognized as meeting industry approved standards?

**Program Eligibility/Entry Requirements**

HS Diploma/GED  
Skills Assessment given to all new entrants

**Targeted Occupations**

Job Title #1:   
Job Title #2:   
Job Title #3:

Is this Course Full Time: ☒ Yes ☐ No

**Hours Per Course**

Credit Hours (if applicable): 67  
Total # Hours: 1600  
Avg. Hours / Week: 20  
Avg. # Weeks: 80

**Course Options**

Internship: ☐ Mandatory ☒ Yes ☐ No  
Voluntary: ☒ Mandatory ☐ Yes ☐ No  
Lab Time: 800

**Section30**

☒ Higher Ed. ☐ ESL/ABE/GED  
☐ Vocation ☐ Apprenticeship / Union

Comments:

Provider Approval Status

OK Cancel

### 4. RESEA Reschedule: Require Description when RESEA Reschedule Service is Entered

Require "Description" when entering a RESEA/Reschedule RESEA Review service. If left blank, display "You must enter a good cause reason for rescheduling the RESEA Review".

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

General Services Detail

**Services Provided**

Service Date: 01/23/2023 Last Update Date: 00/00/0000

Career Center: Hurley / Saltonstall MOSES Unit Staff ID: TCART Hours: 1

Description: A good cause reason is now required when entering a RESEA Review reschedule service.

Category: RESEA Service Detail: Rescheduled RESEA Review

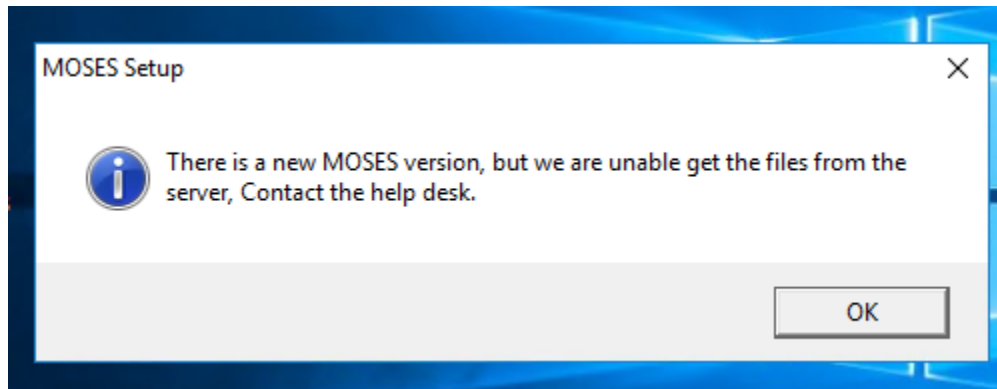
Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel

# MOSES ERROR MESSAGE IN AWS AND HOW TO FIX

## Step by Step Handout

**APPSTREAM USERS CAN IGNORE this section**



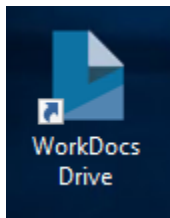
MOSES gets the “**not the latest version**” message .....

It needs your help

*(NOTE IN THE EXAMPLE BELOW, IGNORE THE MODIFICATION DATES, THIS BUILD WILL HAVE DIFFERENT DATES)*

IN Amazon WorkSpace



**GO TO**



**Open it** *(You should have 2 folders)*



Name	Date modified	Type	Size
Shared With Me	10/2/2018 10:40 AM	File folder	
My Documents	10/2/2018 7:42 PM	File folder	

Click on .... **Share with me**

Name	Date modified	Type	Size
 Shared With Me	11/17/2018 10:40 AM	File folder	
 My Documents	7/17/2018 7:42 PM	File folder	





Next

**Click** on the **MOSES** folder





Name	Date modified	Type	Size
 MOSES	11/17/2018 4:15 PM	File folder	
 moses_test	9/17/2018 3:03 PM	File folder	

Next



**Click** on **Staff View**

Name	Date modified	Type	Size
 Reports	3/1/2018 11:55 AM	File folder	
 Scanned_Images	8/17/2018 12:53 PM	File folder	
 Staff_view	11/14/2018 4:11 PM	File folder	
 Templates	11/14/2018 4:15 PM	File folder	





**CLICK** ON THE **PBD** Folder


Name	Date modified	Type	Size
 other	9/17/2018 2:14 PM	File folder	
 pbd	9/17/2018 2:14 PM	File folder	
 runtime_dlls	9/17/2018 2:16 PM	File folder	
 text	9/17/2018 2:16 PM	File folder	

**CLICK** ON THE **PBD** Folder  
you should see a **pbd.cab** file that has the **latest build date**:

Name	Date modified	Type	Size
 mosesapp.xml	3/18/2021 1:46 PM	XML Document	1 KB
 pbd.cab	8/26/2021 3:21 PM	Cabinet File	7,629 KB

Next, **Go Back** And **CLICK** on the **TEXT** folder  
it should have a **TEXT.cab** file that has the **latest build date (February 2022 )**

Name	Date modified	Type	Size
 other	9/7/2020 2:14 PM	File folder	
 pbd	9/7/2020 2:14 PM	File folder	
 runtime_dlls	9/7/2020 2:16 PM	File folder	
 text	9/7/2020 2:16 PM	File folder	

Name	Date modified	Type	Size
 text.cab	8/26/2021 3:53 PM	Cabinet File	391 KB

**NOW -**

*if the latest build dates are not showing, then you must wait until they do.  
AWS is still copying and updating the files.*


*When the latest build date is displayed, then MOSES will now be able to get the latest files from these locations.*

**Click on MOSES**

**This update has changes to the PBD files and Text files.**

It should now get the build.

Welcome to MOSES ✕



# Massachusetts One-Stop Employment System

*Version 40.4* *January 23, 2023*

Type a staff name and password to log on to MOSES:

Staff Name:

Password:

SSN (Last 4 Digits)