



# Workforce Issuance

---

**100 DCS 02.157**

☐ Policy ☒ Information

---

**To:** MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

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

**Date:** February 23, 2024

**Subject:** **MOSES Version 40.6 will be available in MOSES on Sunday, March 3, 2024**

---

**Purpose:** To notify Local MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that MOSES 40.6 is scheduled for release to the desktops on Sunday, March 3, 2024.

**Background:** MOSES will be shut down all day on Saturday, March 2, 2024, for the updates and the maintenance of the MOSES software and MOSES Applications (JobQuest / TrainingPro).

This will NOT interrupt other IT services or functions to the offices, only MOSES will be taken off-line. Email, unemployment assistance systems and internet services will still be available.

Please plan on completing and saving your MOSES data entry by 7:00 pm on Friday, March 1, 2024, and then log off MOSES. This will ensure that when you log into MOSES on Monday, March 4, 2024, you will have the new version of MOSES available, and any work done prior will be saved.

MOSES will be shut down all day on Saturday, March 2, 2024. The build is planned to be released Sunday, March 3, 2024, to desktops.

**Action**

**Requested:** Local MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown all day Saturday, March 2, 2024, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for the MOSES all day shut down.

**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 40.6

1. **RESEA:** Allow RTW Attainment of RESEA Review Goal to week 6 if a RESEA good cause reschedule service is entered before 5 week deadline.

The screenshot shows a window titled "Reemployment Services Goals and Tasks Details". It contains a form with the following fields: "Type of Goal" (RESEA Review), "Date Established" (08/14/2023), "Scheduled/Target Date" (01/18/2024), "Attainment" (Return to Work (RTW)), "Must Be Attained By" (2/3/2023), and "Actual Date" (01/18/2024). A modal dialog box is open over the form, displaying an error message: "The attainment of 'Return to Work (RTW)' is not valid. An Employment Service must exist with a Job Start Date between the program enrollment and the program deadline." The dialog has "OK" and "Cancel" buttons.

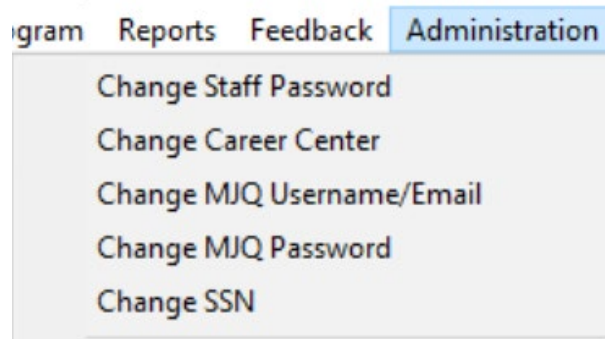
2. **Create new office: Executive Office of Elder Affairs**

The screenshot shows a window titled "Selected Locations". It contains a list of locations: "Career Center", "Home Office", and "Executive Office of Elder Affairs". The "Executive Office of Elder Affairs" location is highlighted with a checkbox.

3. **Job Order - Display Last Modified Date and Last Modified by on Job Specifications tab**

The screenshot shows a window titled "Job Order (19388818) - Dishwasher". It contains a form with the following fields: "Company Name" (Smith & Wollensky), "FEIN: ###1004", "ID: 1899745", "Job Specification" (Dishwasher), "Job Category" (Regular), "Job Status" (Open), "Duration" (Full Time greater than 150 Days), "Job Title" (Dishwasher), "Job Address" (92 Middlesex Turnpike), "Job City" (Burlington), "Job State" (Massachusetts), "Job Zip Code" (01803), "Job Country" (United States of America), "Created By" (MBEAT), "Created Date" (7/21/2023), "Modified By" (TCART), "Modified Date" (2/8/2024), "Work Hours" (From: 00:00 AM To: 00:00 AM), "Hours/Week" (30.0), "Original Number of Openings" (1), "Openings Filled" (0), "Referrals Made" (0), "Shift" (First), "FLC Status" (None), "Per Diem" (None), "Min Age" (18), "Empowerment Zone" (None), "Affirmative Action" (None), "Enterprise Zone" (None), "Public Transportation" (None), "Send to NLX" (Send), "Is this an Apprenticeship Position?" (No), "Is this a Union Position?" (No). The "Job Specifications" tab is selected.

- MOSES Staff View – Job Seeker - Basic Tab - Email field is read-only** for JobQuest Users that have converted to using their email to log in to JobQuest. Use the new **Administration** menu item **“Change MJQ Username/Email”** to change a job seekers email.



- Training Course - Course Approvals - Remove WTFP** as an approval type when adding new approvals in staff view.

6. **Employer Job Order: Added Screening Questions tab** and the ability to add **Screening Questions** to job orders. This feature is also available to employers in JobQuest.

Job Order (19628187) - Cook

Kelly's Roast Beef FEIN: ##-###4248 ID: 1924072

Notes

Job Specification Pay Specification Referral Information Skill Set Selected Job Seekers Job Order History Screening Question

Question Created By

Add

Screening Question Detail

Created By: TCART

Question:

OK Cancel

Employer Run Match OK Cancel

7. **MOSES Job Seekers with JobQuest accounts – No longer able to change JQ password in MOSES. Job Seeker must use forgot password page on JobQuest.**

Job Seeker Search

Type of Search

Search By

☐ Job Seeker ID

☒ Last Name

☐ Social Security Number

☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: mctest

Search

Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-6385	Surley	McTest	01/14/1952	12319608	990 La Grange Street, West F	350508

MOSES Cannot change this MJQ Password

MOSES Cannot change this MJQ password.  
This user is migrated and must use the 'Forgot Password' page on JobQuest.

OK

Row 1 of 1

More

Eligibility Criteria Eligibility Match Criteria Run Match Trade Edit Add Delete Close

8. **Active JobQuest Job Seeker accounts cannot be deleted in MOSES.**

**Job Seeker Search**

**Type of Search**

**Search By**

- ☐ Job Seeker ID
- ☒ Last Name
- ☐ Social Security Number
- ☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

**Search Results**

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-6385	Surley	McTest	01/14/1952	12319608	990 La Grange Street, West F	350508

Row 1 of 1

**Job Seeker Search**

Cannot delete this record, the job seeker is an active JobQuest user.

9. **Active JobQuest Job Seeker accounts cannot be Merged with another Job Seekers.**

Massachusetts One Stop Employment System - User Acceptance - AWS Staff ID: DROSS3 Career Center: Boston Career C...

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

**Merge Job Seeker SSN**

**Merge SSN**

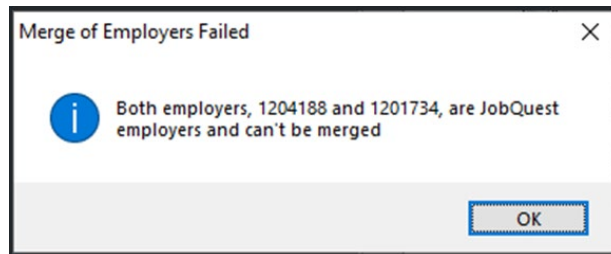
Enter SSN to be changed:

**Jobquest Rule Merge Violation**

Cannot merge job seeker, job seeker to be merged is a JobQuest user.

Enter the social security number.

10. Active JobQuest Employer accounts cannot be merged with another Employer.



11. Job Seeker Work History: Employer Search – Search results will no longer display AJB employers.

The "Work History Details" form has two tabs: "Work History Detail" (selected) and "Additional Benefits". The form includes sections for Company (Name, City, State, Employer ID, Employer FEIN), Job Description (Occupational Code, Job Title, Start Date, End/Dislocation Date), Other Details (Main Duties, Display to Employers?, Salary, Salary Unit, Benefits, Hours/Week, Reason for Leaving), and Additional Info (NAICS Code, SIC, NAICS Sector, NAICS Subsector, NAICS Ind Group, NAICS Industry, NAICS US Industry). There is also a "Layoff and Petition IDs" section with fields for Layoff ID, Federal Petition No, and Petition Status. At the bottom are buttons for "Record Not Available", "Industry Code Search", "Employer Search", "OK", and "Cancel".

The "Employer Search" form has a "Type of Search" section with a "Search By" dropdown (Company Name, Employer ID, Phone Number, FEIN) and a "Search Criteria" input field. Below is a "Search Results" section with a table of results. The table has columns for Company Name, Employer ID, Phone Number, Address, and FEIN No. The results show 10 entries for Dunkin' Donuts. At the bottom are buttons for "Select" and "Close".

Company Name	Employer ID	Phone Number	Address	FEIN No.
Dunkin Donut	1135556	(674)347-6266	126 Merimack Street, Methuen	###-###3837
Dunkin Donut	1352214	(854)377-6777	1023 North Main Street, Fall River	###-###9999
Dunkin Donut	1027203	(854)667-9400	131 Nauset Street, New Bedford	###-###3047
Dunkin Donuts	1029577	(307)329-6852	244 Elm Street, Somerville	###-###3047
Dunkin Donuts	1195676	(854)127-3911	1280 Belmont Street, Brockton	###-###3791
Dunkin Donuts	1190820	(854)789-3123	607 Pleasant Street, Paxton	###-###3047
Dunkin Donuts	1197043	(854)731-2085	736 Worcester Street, Southbridge	###-###5354
Dunkin Donuts	1020151	(674)189-7739	Pawtucket Boulevard, Lowell	
Dunkin Donuts	1107010	(854)313-0925	400 Quarry Street, Fall River	###-###1874
Dunkin Donuts	1197046	(854)917-2329	120 Main Street, Sturbridge	###-###2508

12. When a **Job Referral – Staff** service is entered for a **Job Seeker** that has ‘*I’d like to Receive Emails*’ checked off in their JobQuest Preferences, the Job Seeker will receive an email notification.

Job Specification	Pay Specification	Referral Information	Skill Set	Selected Job Seekers	Job Order History	Screening Question
<b>Selected Job Seekers</b>						
Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID Applicant Phone
02/09/24	MBURK	Job Referral - Staff	Pending - A	Brady, Tom	999-09-2024	13461776 617-626-5555
02/09/24	LBOOK	Job Referral - Staff	Pending - Appli	CRANDON, Nana Yaw	###-###-9730	11111391 307-328-5555
02/09/24	INETSEL	Job Seeker Interest	Pending	MattTest, PinTest	999-06-2024	13461681 617-555-5555
02/09/24	INETEMF	Employer Interested	Pending	Quirbach, Eustace	###-###-5691	10336487 771-924-8758

Job Seeker preferences in JobQuest

### Preferences


☒ Allow Employers To View My Contact Information

☒ Allow Employers To View My JQ Resume

☒ I'd Like To Receive Emails From JobQuest

UPDATE STATUS

Job Seeker will receive this email informing them of their referral.



Tom,

A MassHire Career Center has referred you to the following job:

[JO 19628286](#)

**Cook, Full Time, TAUNTON, MA**

Referring Career Center: Hurley / Saltonstall MOSES Unit  
 Referring Staff: Matthew Burke  
 617-626-5340  
[mburke@test.com](mailto:mburke@test.com)



