(date)

Get Ready for Self-Service Time and Attendance

I am pleased to announce that (number) agencies within the (name of secretariat) will be participating in the (fall 2012/winter 2013) MassHR implementation of Self-Service Time and Attendance!

I wanted to provide you some basic information about MassHR and the Self-Service Time and Attendance (SSTA) implementation this fall. The MassHR initiative kicked off in the fall of 2011 with three key objectives:

- Implementing new self-service time reporting technologies,
- Streamlining and improving HR service delivery, and
- Implementing new training and employee development programs.

Over the past months, the MassHR team has been focused on implementing new technology and processes to streamline and standardize time reporting and time approval across the Commonwealth. In the first two rollouts of Self-Service Time and Attendance (SSTA), approximately 10,000 employees in 65 agencies and colleges have moved to reporting and approving time online. In Rollout #3, an additional 40,000 employees will begin using the Self-Service system. Automated rules and new business functions will be available in Rollout #3, including the ability to allocate work time to specific projects.

In addition to the SSTA system, MassHR has launched the MassHR Employee Services Center (ESC). The ESC provides centralized customer service and employee support for time and attendance for the agencies they support.

Over the next several months, you will receive a series of messages from your agency Communications Contact that will provide you with important information to prepare you for SSTA. You will learn about the features and benefits of SSTA, including how you will enter your time, and where to get training on using the system.

I ask that you make the time to read these messages and learn about Self-Service Time and Attendance. I would also encourage you to ask questions and take advantage of the support being offered, as we get ready to go live.

The MassHR project team welcomes our feedback and questions. If you have a comment or question, email MassHRInfo@MassMail.State.MA.US. In addition, the MassHR website has been developed as a resource to employees. Please visit http://www.mass.gov/masshr for more information.