

Achievement and Competency Enhancement System (ACES)

HR/CMS Updates Needed for Data Upload to ACES

Table of Contents

I.	Overview the ACES Process	Page 2
II.	Technical Requirements for Using ACES	Page 2
III.	ACES and HR/CMS	Page 3
IV.	Document Direct – Where To Verify HR/CMS Information for Data Upload	Page 6
V.	What happens after the ACES Data Upload?	Page 6

I. OVERVIEW OF THE ACES PROCESS

Planning Phase

- Reporting managers define objectives for the year
- Managers enter objectives in ACES Online System
- Appraising & Reporting Managers agree to Objectives

Progress Review Phase

- This is the mid-year review when reporting managers are rated on how they are progressing with their objectives defined during the planning phase.
- Appraising Manager rates Reporting Manager on objectives
- Appraising & Reporting Managers hold formal mid-year review meeting

Final Review Phase

- Appraising Manager rates Reporting Manager
- Agency Heads review rating distributions
- HRD audits and approves ratings distribution

After Rating Distribution Approval

- Appraising & Reporting Managers hold final review meeting
- All Managers sign form

ACES Manager Definition

- Reporting Manager: The manager being reviewed and reports to the Appraising Manager.
- Appraising Manager: Completes the review of the Reporting Manager.

II. TECHNICAL REQUIREMENTS FOR USING ACES

- **Screen Resolution.** The recommended screen resolution to display the full form while minimizing scrolling is 1024 x 768
(Go to Start Menu > Settings > Control Panel > Display > Settings, and under Screen Area move bar to setting above)
- **Disable Pop-Up Blockers.** Pop-Up Blockers in your Internet browser need to be disabled in order to login to ACES. Users can temporarily disable pop-up blocker or add SuccessFactors (<https://performancemanager4.successfactors.com/login?company=MA&>) as an allowable site for pop-up blockers.

III. ACES and HR/CMS

MassHR Employee Service Center will regularly run a warehouse query of HR/CMS data to upload to the ACES system. The data adds to ACES:

- 1) New Managers who need an ACES Form
- 2) Unclassified/Non-Managers who use ACES to appraise managers
- 3) Updates to supervisor, email address, functional title and department

What to Update in HR/CMS prior to data upload

- ACES Indicators
 - HR/CMS Functional Title
 - Supervisor/Reports to Information (Appraising Manager)
 - Email Address
- 1) **ACES Indicator** – Ensure check box is selected in HR/CMS “**Add/Update Position Info**” for:
 - > Managers who participate in ACES as reporting managers and;
 - > Unclassified and Non-Managers who are appraising managers

Tip:

Below is the path where to navigate to **Add/Update Position Info** in HRCMS:

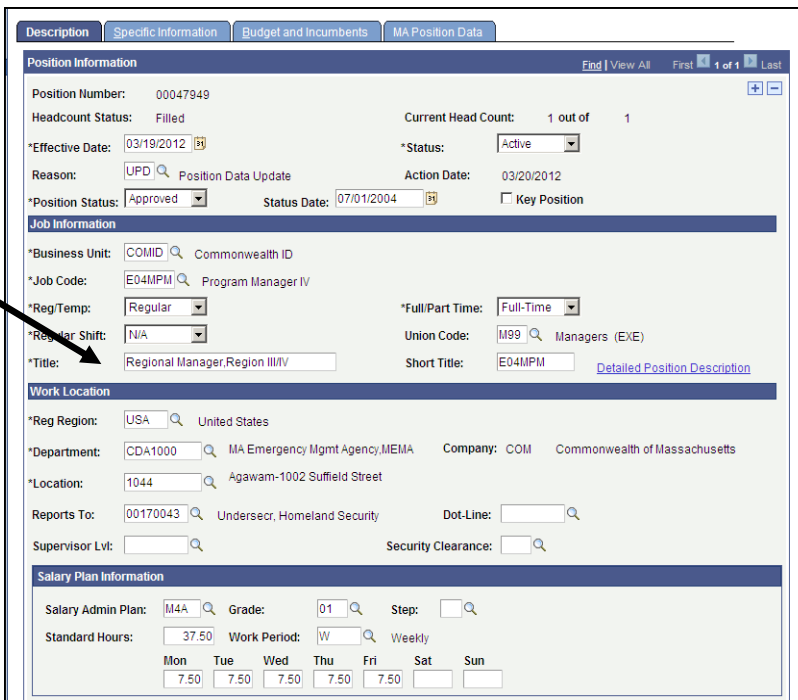
[Home](#) > [Organizational Development](#) > [Position Management](#) > [Maintain Positions/Budgets](#) > [Add/Update Position Info](#) > [MA Position Data](#)

The screenshot displays the 'MA Position Data' form in the HR/CMS system. The form is divided into several sections: 'Description', 'Specific Information', 'Budget and Incumbents', and 'MA Position Data'. The 'MA Position Data' section is active, showing fields for 'Position Number' (0004), 'Headcount Status' (Filled), and 'Current Head Count' (1 out of 1). Below these, the 'MA Position Information' section includes 'Effective Date' (03/15/2012), 'Status' (Active), and 'Position Type' (CS - Civil Service). A checkbox labeled 'ACES Eligible' is checked, and a callout box with an arrow points to it with the text 'ACES Eligible'. Other checkboxes include 'Self Service' (checked), 'Check if NOT a Time Approver' (unchecked), 'CEO at Hire?' (unchecked), 'CEO Flag' (unchecked), 'Classification Flag' (unchecked), 'Freeze at Hire?' (unchecked), and 'Freeze Flag' (unchecked). The 'MMARS Financial Information' section at the bottom shows '*Account Cd' (2005CDA88000001), 'Account' (88000001), 'Budget Year' (2005), 'MMARS Department ID' (CDA), 'Fund Code' (0010), and 'Appropriation Type' (1CS).

2) **HR/CMS Functional title** – Ensure that HR/CMS Functional title has been entered in HR/CMS position data and is accurate (see sample below).

- > Agency personnel can update functional title information in HR/CMS. Navigate to http://www.hrcms.state.ma.us/documents/jobaids/jobaid_humanresources.htm, and click on **“Update Position Location, Reports To, Title”**
- > Functional title populates directly on the ACES form and will update on the ACES form at each data upload if functional title changes in HRCMS.
- > Agencies are encouraged to use a list of common benchmark titles for manager functional titles. These are available on HRD’s Intranet site at: http://www.hrd.state.ma.us/agency_services/AS_Manage_Positions/positionplanning.htm

Functional Title



The screenshot displays the 'Position Information' form in the HR/CMS system. The form is divided into several sections: Position Information, Job Information, Work Location, and Salary Plan Information. The 'Job Information' section contains the 'Title' field, which is highlighted by a callout box labeled 'Functional Title'. The 'Title' field contains the text 'Regional Manager, Region III/IV'. Other fields in the 'Job Information' section include 'Business Unit' (COMID), 'Job Code' (E04MPM), 'Reg/Temp' (Regular), 'Full/Part Time' (Full-Time), 'Regular Shift' (N/A), 'Union Code' (M99), and 'Short Title' (E04MPM). The 'Work Location' section includes 'Reg Region' (USA), 'Department' (CDA1000), 'Location' (1044), 'Reports To' (00170043), 'Supervisor Lvl', and 'Security Clearance'. The 'Salary Plan Information' section includes 'Salary Admin Plan' (M4A), 'Grade' (01), 'Step', 'Standard Hours' (37.50), 'Work Period' (Weekly), and a table showing hours for each day of the week.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.50	7.50	7.50	7.50	7.50		


- 3) **Supervisor/Reports to Information (Appraising Manager) in HR/CMS - Ensure that information** is reflected accurately in HR/CMS; supervisor needs to be active in HR/CMS and his/her position is also tagged as ACES eligible.

> Agency personnel can update “Reports To” information in HR/CMS. Navigate to http://www.hrcms.state.ma.us/documents/jobaids/jobaid_humanresources.htm, and click on **“Update Position Location, Reports To, Title”**

Notes:	<p><u>Important Notes about “Reports To” in Position Data</u></p> <ul style="list-style-type: none"> • When inserting a row in position data, row will be inserted in employee’s job data record with new supervisor information. • Use a date in position data that is greater than highest effective-dated row in job data. A good rule of thumb is to use current date or beginning of current pay period effective date.
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- 4) **Email Address** – Ensure that email addresses are updated and entered in HR/CMS.

- > Agency personnel can update “email address” in HR/CMS. Navigate to: http://www.hrcms.state.ma.us/documents/jobaids/jobaid_humanresources.htm, click on **“Modify a Person (Biographical Details, Contact Information, Regional)”**. **See step 22.**
- > For any managers whose email addresses may have changed (name changes, change to MassMail addresses, or employee has changed agencies), be sure to make update in HR/CMS.



Tip:	<p>Below is the path where to navigate to “modify a person” in HRCMS:</p> <p>Home > Workforce Administration > Personal Information > Modify a Person</p> <p>After entering email address, be sure to click on Save button </p>
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Email Addresses			
*Email Type	*Email Address	Preferred	
Business	test.user@state.ma.us	<input checked="" type="checkbox"/>	<div>+</div> <div>-</div>

IV. DOCUMENT DIRECT – WHERE TO VERIFY HR/CMS INFORMATION FOR DATA UPLOAD

- 1) **Document Direct Reports** - To review ACES Eligible Flag, Functional Title, and Appraising Manager.

> There are two Document Direct reports where HR/CMS information can be verified:

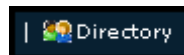
Report ID	
 HMP0S009	MPOS009R - EMPLOYEE REPORTS TO POSITION REPORT
 HMP0S09M	MPOS009R - REPORT TO * MANAGERS AND ACES ELIGIBLE

Notes:

A few notes about Document Direct Reports

- Both reports are updated every Monday night.
- You can obtain access to these reports by contacting your security administrator.

- 2) **Warehouse Reports** – email address can be verified through the Warehouse. Email address can also be checked by searching user names in ACES via the Directory button.



V. WHAT HAPPENS AFTER THE ACES DATA UPLOAD?

- 1) An account is created in ACES for new manager.
- 2) New Managers receive a Welcome Message with their login information. Upon login, new manager will be prompted to change his/her password.
- 3) ESC creates forms for new managers to ACES, and informs ACES Coordinator and Manager via email.
- 4) ACES Coordinator should reach out to new manager on ACES process.
- 5) Error list is sent to ACES coordinators by the ESC summarizing fixes needed to be made in HRCMS including:
 - a. Manager missing ACES eligible flag
 - b. Invalid supervisor/"reports to" information
 - i. "Reports to" is blank - supervising manager has left , and direct report(s) hasnot yet been reassigned to another manager.
 - ii. supervisor is missing ACES eligible indicator
 - c. Email address is missing or invalid.