

# Mass Workforce Issuance

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**Workforce Issuance No. 12-04**

☐ Policy   ☒ Information

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**To:** Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Chief Elected Officials  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers

**cc:** WIA State Partners

**From:** George Moriarty, Director  
Department of Career Services

**Date:** January 12, 2012

**Subject:** **MOSES 33.0 Release Date and Time**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners that MOSES 33.0, with the updated Trade requirements, is now scheduled for release to the desktops on Thursday, January 26, 2012.

**Background:** The release date to the field for MOSES 33.0 is Thursday, January 26.

This will be a weekday night-time build.

MOSES will be shut down at 4:30 p.m. on Wednesday, January 26, 2012 for the updates and the maintenance of the MOSES software.

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 4:15 p.m. on Wednesday, January 25, and then log off MOSES. This will ensure that when you log into MOSES on Thursday, January 26, you will have the new version of MOSES available and any work done prior will be saved.

We realize that this will require adjustments to Career Center office schedules. But we hope with the two weeks advanced notice Career Centers can plan for this interruption.

**Action**

**Required:** Local Workforce Investment Boards, Career Center operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on January 25, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:30 p.m.

**Effective:** Immediately

**Inquiries:** Please email all questions to [tcartier@detma.org](mailto:tcartier@detma.org) . Please reference this MassWorkforce Issuance number in your inquiry.