

Mass Workforce Issuance

100 DCS 02.116

☐ Policy

☒ Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: June 21, 2017

Subject: **MOSES Version 36.2 to be Released on June 28, 2017**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners that MOSES 36.2 is scheduled for release to the desktops on Wednesday, June 28, 2017.

Background: The release date to the field for MOSES 36.2 is Wednesday, June 28, 2017.

This will be a weekday night-time build.

MOSES will be shut down at 4:00 p.m. on Tuesday, June 27, 2017 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 4:00 p.m. on Tuesday, June 27, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, June 28, you will have the new version of MOSES available and any work done prior will be saved.

Action

Required: Local Workforce Development Boards, One-Stop Career Center Operators, and workforce partners should ensure that their staffs are made aware of the MOSES shutdown on Tuesday June 27, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

Effective: Immediately

Inquiries: Please email all questions to Thomas.M.Cartier@state.ma.us. Please reference this MassWorkforce Issuance number in your inquiry.

Description of Key Changes in MOSES Version 36.2

Job Orders: The FLC Status on Job Orders is not updateable through Staff View.

- When a Job Order is created through the **FLC Application**, FLC Status will display 'H2A' or 'H2B'.

Job Order (8437421) - Farm workers and laborers; Crop

FEIN: 04-1234567 ID: 123456

Company Name: Farm Land
 Company Address: 19 Stanford St
 Company City: Deerfield
 Company State: MA Zip: 01342-
 Career Center: Labor Exchange Office
 Assigned To: FLCSTAFF

Is job location different than the location of the employer? ☒ Yes ☐ No ☐ Restricted ☐ Confidential
 Job Location Address: 12
 Job Location City: Main St
 Job Location Country: United States of America
 Job Location Zip Code: 01342-
 Job Location State: Massachusetts

Created By: FLCSTAFF
 Created Date: 1/25/2017 09:54:
 Created Office: Labor Exchange Office
 WWW Address:

Job Description
 Job Title: Farm workers and laborers
 Job Category: ALC - Agricultural
 Job Status: Open
 Duration: Full Time greater than 150 Days

Shift: ☒ First ☐ Second ☐ Third
☐ Rotating ☐ Split
FLC Status: H2A Per Diem

Original Number of Openings: 3
 Openings: 3 Openings Filled: 0
 Referrals Made: 0

Work Hours
 From: 08:00 AM To: 04:00 AM
 Hours/Week: 48.0

Close Date: 08/16/2017

- Adding a Job Order through Staff View – the FLC Status field will be set to 'None' and not updateable.

Job Order (New)

FEIN: 12-3000000 ID: 1148439

Company Name: Build Test
 Company Address: fdsfsdfsdfsdfsd
 Company City: Revere
 Company State: MA Zip: 02151-
 Career Center: Access Point - NSCC - Lynn
 Assigned To: MMEIB

Is job location different than the location of the employer? ☐ Yes ☐ No ☐ Restricted ☐ Confidential
 Job Location Address:
 Job Location City:
 Job Location Country:
 Job Location Zip Code: -
 Job Location State:

Created Office:
 WWW Address:

Job Description
 Job Title:
 Job Category: Regular
 Job Status: Open
 Duration:

Shift: ☐ First ☐ Second ☐ Third
☐ Rotating ☐ Split
FLC Status: None Per Diem

Current Openings: 1 Openings Filled: 0
 Referrals Made: 0

Work Hours
 From: 00:00 AM To: 00:00 AM
 Hours/Week: 0.0

Close Date: 07/19/2017

- Job Orders created through JobQuest or jobs that come in through a Job feed will display blank in FLC Status.

Job Order (8540602) - test

FEIN: 99-9999999 ID: 1416105

Company Name: Test7777777
 Company Address: 19 Stanford St
 Company City: Stoneham
 Company State: MA Zip: 02180-
 Career Center: Virtual Career Center
 Assigned To: INETEMPL

Is job location different than the location of the employer? ☒ Yes ☐ No ☐ Restricted ☐ Confidential
 Job Location Address: 18 stanny
 Job Location City: boston
 Job Location Country: United States of America
 Job Location Zip Code: 02115-
 Job Location State: Massachusetts

Created By: INETEMPL
 Created Date: 4/19/2017 11:46:
 Created Office: Virtual Career Center
 WWW Address:

Job Description
 Job Title: test
 Job Category: Regular
 Job Status: Open
 Duration: Full Time greater than 150 Days

Shift: ☐ First ☐ Second ☐ Third
☐ Rotating ☐ Split
FLC Status: Per Diem

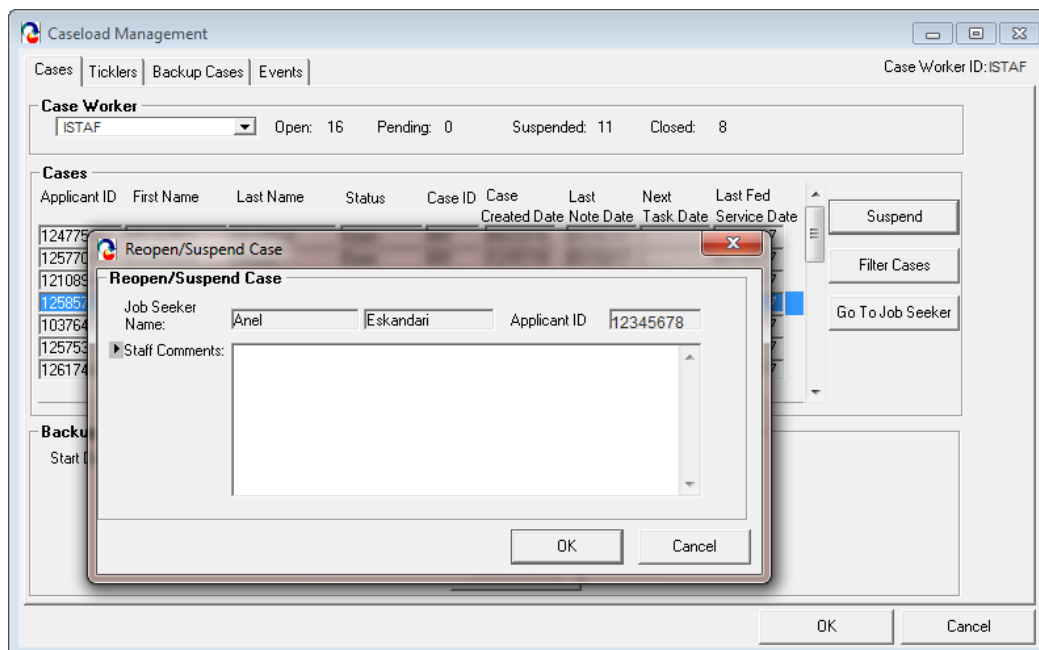
Original Number of Openings: 1
 Openings: 1 Openings Filled: 0
 Referrals Made: 0

Work Hours
 From: 01:00 AM To: 03:30 AM
 Hours/Week: 40.0

Close Date: 04/25/2017

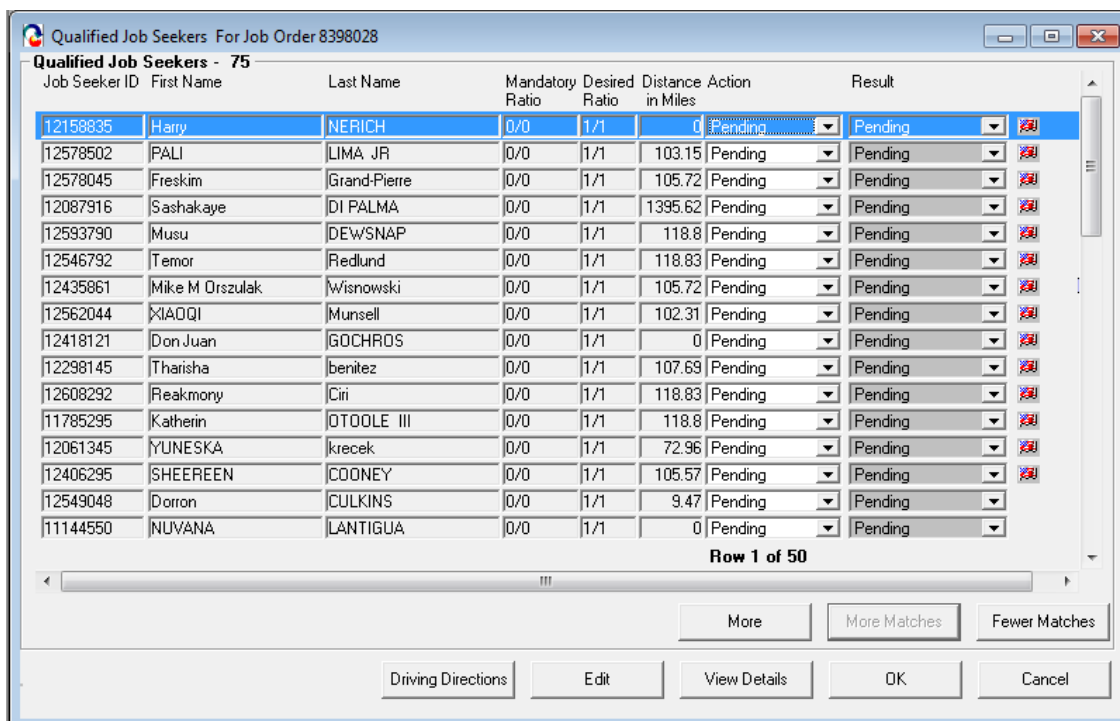
Caseload Management –

- Reopen/Suspend Case screen is updated to display Applicant ID instead of Social Security Number



Job Order – Run Match – Search Results

- When you do a Run Match on a Job Order, the Job Seeker ID will now be displayed.



Training Course Search –

- New City , State column added. Allows you to search easier for training courses by City location.

Training Course Search

Type of Search

Search By

☒ Course Name
☐ Course ID
☐ Provider Name

Search for an existing Training course entry by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search Results

Course ID	Course Name	Course Address	City, State	Provider ID	Provider Name	FEIN
1059813	Nail Technician Licensing Course	220 Sandwich Road	Bourne, MA	1000827	Upper Cape Cod Regional Technical School	04-2382003
1106628	MANICURE/NAIL PROGRAM	200 Parkway	QUINCY, MA	1007266	Mansfield Beauty Schools, Inc.	04-2323990
1112173	Manicure/Nails Graduate program	266 Bridge Street	Springfield, MA	1007266	Mansfield Beauty Schools, Inc.	04-2323990
1106317	Nail Technician Advanced Institute program	2701 Boston Road	Wilbraham, MA	1025838	Monarch School of Cosmetology	27-3735813

Row 2 of 4

Job Seeker – Work Experience tab – Adding Work History – Employer Search - Employer results broken out by City

- In the Job Seeker record when adding work history to the Work Experience tab, the employer search results can be sorted by City.

Job Seeker Membership (Job, Anita)

Job, Anita SSN: 999-23-0011 ID: 12627922

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | Services | Special Programs | Survey

Employment History

Company Name	Job Title	Salary	Salary Unit	Start Date	End Date
		.00		00/00/0000	00/00/0000

Work Experience Details

Work Experience Detail | Additional Benefits

Company

Company Name: City: State:

Employer Search

Type of Search

Search By

☒ Company Name
☐ Employer ID
☐ Phone Number
☐ FEIN

Search for an existing employer by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search Results

Company Name	Employer ID	Phone Number	Address	FEIN No.
DUNKIN DONUTS	1112070	(508)624-3212	412 North Washington Street, North Attleboro	04-3180110
DUNKIN DONUTS	1134697	(508)695-0264	412 North Washington St., North Attleboro	04-2383047
DUNKIN DONUTS	1065202	(978)667-8588	80 CHELMSFORD ST., North Billerica	04-3156048
Dunkin Donuts	1040045	(508)991-7914	3 Faunce Corner Road, North Dartmouth	04-2383047
Dunkin Donuts	1083354	(508)997-3825	Rte 6, 235 Reed Road, North Dartmouth	20-1726493
Dunkin Donuts	1083477	(978)664-5128	291 Main Street, North Reading	04-3458796
Dunkin Donuts	1058579	(781)762-9781	141 Nahatan St., Norwood	04-2744348
Dunkin Donuts	1088552	(508)987-0417	17 Sulton Ave., Oxford	04-3232507
Dunkin Donuts	1057288	(978)635-2663	124 Newbury St., Peabody	04-2383047
Dunkin Donuts	1026540	(413)499-0371	18 First Street, Pittsfield	04-3534725

Row 1 of 100

Job Order – Job Details box – New button – Expand Details – Pop up box

- When you do a Job Order and add Job Details in the small box, there is now a button called: EXPAND DETAILS, it opens another window / box, larger than the small text box, and enables you to see more of the job details and edit / copy and paste in it.

Job Order (New) - Restorative Artist

Last Stop Nursing & Rehab Center FEIN: 99-7654321 ID: 1416905

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Company Name: Last Stop Nursing & Rehab Center Is job location different than the location of the employer? ☐ Yes ☒ No ☐ Restricted

Company Address: 5 Titan Circle Job Location Address: 5 Titan Circle ☐ Confidential

Company Country: United States of America Job Location Country: United States of America

Company City: Boston Job Location City: Boston Created Office: BerkshireWorks - North Adams

Company State: MA Zip: 02110- Job Location Zip Code: 02110- WWW Address: www.laststopnursinghome.com

Career Center: BerkshireWorks - North Adams Job Location State: Massachusetts

Assigned To: MOSES101

Job Description

Job Title: Restorative Artist Shift: ☒ First ☐ Second ☐ Third ☐ Rotating ☐ Split

Job Category: Regular

Job Status: Open

Duration: Full Time greater than 150 Days

FLC Status: ☒ None ☐ Per Diem

Openings: 1 Openings Filled: 0

Work Hours: From: 09:00 AM To: 05:00 PM

Hours/Week: 40.0

Other

Job Details: Typing Speed: 65 (w.p.m) Drivers License: Chauffeur Min Age: Empowerment Zone

Affirmative Action ☐ Enterprise Zone

Public Transportation: ☐ Yes ☐ No ☒ Unknown

Send to US Jobs: ☒ Send ☐ Don't Send

Expand Detail

Is this an Apprenticeship Position? ☐ Yes ☒ No Is this a Union Position? ☐ Yes ☒ No

Employer Run Match OK Cancel

Expand Detail

Job Order (New) - Restorative Artist

Last Stop Nursing & Rehab Center FEIN: 99-7654321 ID: 1416905

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Company Name: Last Stop Nursing & Rehab Center Is job location different than the location of the employer? ☐ Yes ☒ No ☐ Restricted

Company Address: 5 Titan Circle Job Location Address: 5 Titan Circle ☐ Confidential

Company Country: United States of America Job Location Country: United States of America

Company City: Boston Job Location City: Boston Created Office: BerkshireWorks - North Adams

Company State: MA Zip: 02110- Job Location Zip Code: 02110- WWW Address: www.laststopnursinghome.com

Career Center: BerkshireWorks - North Adams Job Location State: Massachusetts

Assigned To: MOSES101

Job Order Details

Job Title: Restorative Artist Openings: 1 Openings Filled: 0

This job involves preparing dead bodies for burial by doing things such as applying makeup, doing manicures, fixing hair, dressing the body or reconstructing disfigured faces. While it may sound like a macabre job description, your reward is not only that you get paid well, but you can also bring comfort to bereaved family members by making their deceased loved one look as good as possible.

OK Cancel