

Appendix B

Short to Mid-Term Essential Business Developments - Payroll

Ref	Project	Description	Benefits	Status Update	External Costs / Dependency	Resources	Days	Process Owner Priority
PY01	School Costing Reports	Schools require the costing report to be output in alphabetical order and with Personal number, within cost centres. To also identify and resolve all other scenarios	Reduce the support currently required every month when costing reports are required Provide improved information to schools Easier payroll reconciliations	Current developments carried out by Logica and being tested by SSC Further issues to be identified	Logica to configure any developments	SAP Support Payroll	5 5	High
PY02	Payslip Issues	To identify and resolve all outstanding payslip layout issues		Payroll have various issues with payslips which need to be analysed further and consolidated into a development list or a review of the functionality used	Logica to configure any developments	SAP Support Payroll	5 5	High
					Total	SAP Support Payroll	10 10	

Short to Mid-Term Essential Business Developments - Human Resources & OD

Ref	Project	Description	Benefits	Status Update	External Costs / Dependency	Resources	Days	Process Owner Priority
HR&OD1	Establishment Control	Recording JE Outcome against position - Use of the job object	Improved accuracy of the recruitment process Improved protection against equal pay claims Improved reporting Facilitates pay modelling	Started and being tested	Logica to configure any developments	SAP Support HR Payroll	4 5 2	High
	Establishment Control	Clarifying records for multiple job holders. Analysis of the structure of the pay record for staff with more than one work activity which should be separated into different positions with different pay arrangements, e.g. front-line leisure staff	Staff paid correctly Pensions and redundancy calculated correctly Sick pay calculated correctly Facilitates harmonisation of T&Cs Protects against equal pay claims	Investigation has started	Logica to configure any developments	SAP Support HR Payroll	5 10 5	High
	Establishment Control	Use of Personnel Area / Sub Area Investigation of the best method of breaking the organisation down into Departments and Service Areas. The mechanism currently used by Business Information reports is the use of Personnel Area for Department and Subarea for Service Directorate. These fields are out of date and expensive to update and may affect the reporting of the employee's work history	Improved reporting of establishment in a wide range of existing and proposed reports Managers would have greater confidence in the SAP structure Development of a consistent approach to reporting on establishment	Investigation has started	Logica to advise & configure any developments	SAP Support HR Payroll	5 10 5	High

	Establishment Control	Additional Position Information Identification of staff on secondment/acting up; market supplement; location; additional fields for previous position	QA and Equal Pay Audit Reporting improvements	Started	Logica to configure any developments	HR	2	Medium
	Establishment Control	Best approach to managing establishment, information and control Arrange visit and information sharing with Buckinghamshire CC, who are advanced in management of establishment	Process efficiency Insight into unused SAP functionality such as planned versions of the organisation structure to model proposed structures and costs	Being investigated		SAP Support HR	1 3	Medium
HR& OD2	Reporting Improvements	Integration of data from different SAP databases, e.g. person and position data	To be able to carry out reporting from SAP and reduce reliance on manipulation of data in spreadsheets To enable a wider range of QA reporting To facilitate reporting on the new JE functionality being implemented	Being investigated	Training would be required from Logica (£2-3K)	SAP Support HR Payroll	8 12 4	High
	Reporting Improvements	Business Intelligence reports to improve information provided on turnover, sickness and equality/diversity	Provide missing reporting capability	Started work with SAP Support	Logica to configure any developments	SAP Support HR	10 4	High
	Reporting Improvements	Advisory Case Tracker – Improvements to existing ACT New case categories are required	New case categories provided for reporting	Not Started	Logica to configure any developments	SAP Support HR	2 4	Medium
HR& OD3	Quality Assurance	QA Reports Internal development of a range of reports to improve how data entry and process errors are highlighted	Accuracy of HR data improved Payment of salaries correct	Started		HR Payroll	4 2	Medium

			Protection against Equal Pay Claims Highlights possible improvements to processes					
HR&OD4	Improved Processes	Contracts of employment Production of contracts using SAP data mail merge	Efficiency saving in production of contracts Reduce errors in contracts	A report is has been developed and is being moved to production however an issue exists which is being investigated by Logica	Logica may have to configure any changes required	SAP Support HR Payroll	2 4 1	Medium
HR&OD5	Manager Self Service	To improve the MSS experience for managers by removing unnecessary and inaccurate reports and functionality and relaunching reports as the SAP data is improved to make them fit for purpose	Increase managers use of MSS Reduce reliance on HR for provision of information on employees To provide managers with the information they require to undertake staff lifecycle processes such as recruitment	Started A number of poor reports have been removed from MSS	Logica to configure any developments	SAP Support HR	5 5	High
					Total	SAP Support HR Payroll	42 63 19	

Short to Mid-Term Essential Business Developments – Procurement

Ref	Project	Description	Benefits	Status Update	External Costs / Dependency	Resources	Days	Process Owner Priority
P001	Direct Payments	In some instances PO's are still being fully paid or partially paid by direct payment, resulting in purchase orders being left on SAP without being goods receipted and commitments being posted twice. If orders are partially paid by goods receipt and direct payment this causes confusion	More efficient use of the system If PO's have to be deleted as a result of being paid by direct payment valuable procurement information is lost. Less activity at year end with deleting PO's Commitments are not on the system in duplicate	SAP & business support (AP) need to analyse how often this happens and why. If users are failing to goods receipt as there is pressure to pay invoices the process needs to be reviewed		SAP Support Business Services - Finance	4 2	High
P002	Organisation Structure	A review is required as following the management and ongoing staff reviews there are many changes needed to the organisation structure of SRM. Users only report issues when they have shopping carts which have not been approved. There are also instances where there are more managers than requisitioners in some areas	Greater efficiencies when using SAP Opportunity to identify a dept rep who would take ownership of the dept structure so that all requests for user set up/cost centre set up are controlled, DCS use this approach. Provides an audit trail	Started making changes to organisation structure as a result of the management review	Depends on support from service depts CPU and Finance	SAP Support	30	High
P003	Review Product Categories and GL Accounts	Users report problems with selecting the correct product category, departmental accountants are having to journal accounts to other GL codes. Users are selecting inappropriate product categories to match GL accounts Procurement data is compromised	Improved procurement information less time wasted having to do journals Easy to use requisitioning	Not Started	Depends on support from service depts	SAP Support Central - Finance	30 10	High
P004	Training for Requisitioners and Buyers	SAP has been live for 2 years and due to the number of staff changes a training review is needed to ensure users are able to use the system effectively	Improved efficiency for Users Share good practice Stop bad practice	Not Started		SAP Support CPU	10 10	High

P005	Catalogues and setting up Corporate Contracts	We now have less catalogues on the system than we did at Go Live. We have not set up any Corporate Contracts.	Catalogues are easier for requisitioners/Buyers to use as items, Vendor and prices are already in place. Contracts would also give a degree of control as the Vendor is automatically assigned Saves time in the req proces	Not Started		SAP Support CPU	6 6	High
P006	Reporting directly from SRM Organisation Structure	A report is required to address the requests from the Business for information on requisitioners/Buyers etc.	This report will give us greater flexibility, more accurate up to date information and hopefully improved timescales for providing info to depts	Started- Work commissioned/ commenced March 2011	Logica to configure any developments Cost 2,500	SAP Support	6	High
P007	Setting up and testing of punch out catalogue direct to Lyreco website	We may be ceasing the current contract we have with Marketplace (Dec11) and instead punch out directly to the Lyreco website	Save costs by moving away from marketplace	Testing started	Logica to configure any developments	SAP Support CPU	10 1	High
P008	Setting up of XMA on Marketplace	Setting up of XMA on Marketplace until (Dec11) see above	XMA have supplied nearly all the necessary information required to set them up on the Marketplace site Easy to purchase from XMA	Testing started	Logica to configure any developments	SAP Support CPU	10 1	High
					Total	SAP Support Business Services – Finance CPU Central Finance	106 2 18 10	