

# Floe in BCC – The story so far...

- Purchased Floe in 2016
  - Trial Internal “HR” E-mails
- SAP Launchpad – December 2017
  - 45 e-mails
- HTML E-form Conversion 2017-2018
  - Over 100 e-mails
- As of 06.03.2018 79 Floe e-mails
- End 2018 approx. 200 Floe e-mails

## Buckinghamshire County Council

- Implementation Process

- Design & Layout Inc. branding
- 1<sup>st</sup> e-mail - Arch
- 2<sup>nd</sup> e-mail - BCC & Arch
- All subsequent – BCC

- No HTML experience required
- Floe folder structure – Be organised
- Re-use blocks/copy & amend existing blocks
- Remember Floe is not just for e-forms!

Any process that triggers an e-mail, you can use Floe. Workflow/reporting etc.

# Buckinghamshire County Council

## Before

**From:** SAP\_Workflow@buckscc.gov.uk [mailto:SAP\_Workflow@buckscc.gov.uk]  
**Sent:** 18 January 2016 07:47  
**To:** HR Systems Team Mailbox  
**Subject:** Vacancy Approval Form 1000349986 New Post(s) Required

The following form has been approved and is now awaiting your action to create a new post or multiple posts.

To open this form to view the post details, please click on the link provided below.

If you can process the request, please complete the following steps:

- 1: Create the post(s) in SAP based on the information within the form.
- 2: Enter each individual post number into the section "Post Numbers" within the form.
- 3: Add any comments if required in the comments section.
- 4: When finished go to the Action dropdown field at the bottom of the form and select Update.
- 5: Click on the Ok button to complete.

If you are unable to process the request, please complete the following steps:

- 1: Add any comments if required in the comments section.
- 2: Go to the Action dropdown field at the bottom of the form and select On-Hold.
- 3: Click on the send button to end.

The form status will change to "On Hold" and a new e-mail with a link to the form in the new status will be sent to you. When you are ready to process the form please use the link in the new mail.

[Click to launch this form](#)

## After



### Buckinghamshire County Council Vacancy Approval Form

**Form Number:** 1000011926  
**Initiator:** Mrs FA Mills  
**Portfolio:** Policy Performance & Communications

**Date:** 29.01.2016  
**Time:** 12:16:01

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**Action:** This vacancy approval form has been approved and is now awaiting your action to create a new post or multiple posts.  
To open this form to view the post details, please click on the link provided below:  
[Click to launch this form](#)

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**If you can process the request, please complete the following steps:**

1. Create the post(s) in SAP based on the information within the form.
2. Enter each individual post number into the section "Post Numbers" within the form.
3. Add any comments if required in the comments section.
4. When finished go to the Action dropdown field at the bottom of the form and select Update.
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*SAP Payroll is one of many services provided by Business Services Plus*



# Buckinghamshire County Council

## Before

### Leave Request has been Approved

**Created** WORKFLOW SYSTEM **on** 17.07.2017 10:20:58

Dear David Smith,

Your leave request for 18.07.2017 to 18.07.2017 has been approved by Ann Jones.

## After



### Buckinghamshire County Council Annual Leave Request

**Date:** 05.10.2017  
**Time:** 08:38:14

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Dear Carol Howe,

This is to confirm that your leave request from 06.10.2017 to 06.10.2017 has been approved by Martin Jackson.

*This is a system generated e-mail, please do not reply.*


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# Buckinghamshire County Council

Before

## Leaver / Variation to Contract: Dean, Gillian

Created  Carol Hbwe on 26.05.2016 08:09:40

The following employee is leaving Bucks CCor has changed their Terms and Conditions of employment.

School: Millbrook Gomb School (Gov)

Form Ref Number: 1000013347

Initiator: Miss DC Mansfield

SAP Personnel Number: 20057921

Employee's Forename: Gillian

Employee's Surname: Dean

Multiple Employments: No

SAP Post Number: 91024999

Post Title: Deputy Headteacher

Payscale: LD

Level: 01

Weeks Worked: 0.00

Weeks Leave: 0.00

### Action required:

#### **Change to Salary Grade**

Effective Date: 30.05.2016

Terms and Conditions: NEOST

Current Grade: LD

Current ISN / Scale Point: 01

Permanent Employee Actual Salary: 38214.36

Casual Worker FTE Salary: 0.00

New Grade: 111

New ISN / Scale Point: 21

Full Time Equivalent Salary: 25,000.00

#### **Return from Maternity / Adoption Leave**

Effective Date: 30.05.2016

After



## Schools Leaver/Variation to Contract

**Form Number:** 1000016438  
**Initiator:** Miss DC Mansfield  
**School:** Millbrook Combined School

**Date:** 07.11.2016  
**Time:** 09:19:40

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**Action:** Leaver or variation to contract has been submitted for the following employee.  
Please review and process the changes in SAP.

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**Employee Number:** 20038216  
**Employee Forename:** Louise  
**Employee Surname:** O'Neill

**Manual Changes:** Please review the form and process the changes in SAP.

Change to Salary  
Change of Hours and/or Working Pattern  
Change to Post Title only

**Automated Changes:** These have been automatically applied so require no action.

Change of Address  
Change to Allowances

[Click to open this form](#)

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**Any Questions?**

