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SAP HR Self Services

HR Renewal 2.0

March 2018



Agenda

- SAP HR Journey
- HR Self Services on HR Renewal 2.0
 - Employee Self Services
 - Manager Self Services
- Arch eForms
- Benefits and Observations
- Next Steps
- Volumetrics



SAP HR Journey

- Ambitious 8 month Project from Blueprint to delivery
- Go live in June 2017 in partnership with CGI and Arch
- Joint MHCLG and Planning Inspectorate Project (PINS)
 - Minimum like for like build – original remit
 - Migration of 2 HR Legacy Systems
 - Data and process alignment
 - Integration with existing SAP Finance system
 - Integration of Cutting edge HR 2.0 Renewals into existing Portal
 - Integration of Arch eForms
 - Legacy data transfer to current BI solution
 - 12 months sickness records migrated



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HR Self Services

ESS/MSS on HR Renewal 2.0




Self-Services


My Info





Tracey Fitzgerald

184.90 Hours of Annual Leave / P&P remaining

 Leave Request

 Salary Statement

 Employee Profile

 Organization Chart

My Services


Favorites

- Create Leave Request
- My PMR & Talent Documents
- View Leave Balance

Frequently Used

- Overtime
- Salary Advances
- Loan Request
- eForms History

Search Employee





← My Services

Overview

eForms

Leave & Sickness

Personal Info

PMR & Talent

Travel & Expenses

Active Applications

[Create Leave Request](#)

You can request leave and other types of absences here.

[Personal Profile](#)



Frequently Used Services

[Salary Advances](#)



[Loan Request](#)



[eForms Inbox](#)



[Overtime](#)



[Exchange Rate Calculator](#)



Useful Links

[My Task Reminders](#)





[Annual Leave Calculator](#)





Self-Services

My Team	My Team Services	Approvals	My Reports	Substitutions
 Darren Wilton  Tracey Fitzgerald	<p>Favorites</p> <ul style="list-style-type: none">Approvals and RemindersTeam CalendarTeam PageAttendance OverviewEnter SicknesseForms HistoryeForms InboxLeaver	<p>Other Approvals</p> <ul style="list-style-type: none">Travel Approval	<p>Favorites</p> <ul style="list-style-type: none">Absence OverviewEmployee OverviewAbsence QuotasService Anniversaries	<p>Manage Substitution Rules</p> <p>You have assigned substitutions to Sukeshi Parikh (SPARIKH)</p> <p>Substitution Overview</p> <p>You have not been assigned as a substitute.</p> <p>Work Overview</p> <p>To view Work Overview tasks related to the substitutions assigned to you.</p>



← My Team Services

Leave Approval

eForms

Team

Organisation

Record Sickness

PMR & Talent

Leave Approval and Task Reminders

Approvals and
Reminders




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HR Self Services with MSS & ESS


Self-Services

My Info




Andrea Blackstock


50.40 Hours of Annual Leave / P&P remaining




Leave Request



Salary Statement



Employee Profile



Organization Chart


Search Employee

My Services


Favorites

- Create Expense Claim
- Absence History
- View Leave Balance
- Create Leave Request
- Overtime
- eForms History
- Annual Leave Calculator
- My Task Reminders

My Team



Darren Wilton



Tracey Fitzgerald

My Team Services

Favorites

- Approvals and Reminders
- Team Calendar
- Team Page
- Attendance Overview
- Enter Sickness
- eForms History
- eForms Inbox
- Leaver

Substitutions

Manage Substitution Rules

You have assigned substitutions to Sukeshi Parikh (SPARIKH)

Substitution Overview

You have not been assigned as a substitute.

Work Overview

To view Work Overview tasks related to the substitutions assigned to you.

Approvals

Other Approvals

- Travel Approval

My Reports

Favorites

- Absence Overview
- Employee Overview
- Absence Quotas
- Service Anniversaries



HR Renewal – Leave request Employee

Leave Request

Planning

Leave History

Leave Request: New

Checked

Type of Leave *

PT Annual / P&P Leave

Description

PT Annual / P&P Leave

Start Date *

14.03.2018

End Date *

14.03.2018

Absence Hours i

7.50

Approver

Andrea Blackstock

Lines for Notes

Filter

March 2018

Date	Thu 1	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	
Tracey Fitzgerald														Att/...																	
Naseef Ahmad																															
Andrea Blackstock																															
Sam Dudley																															
Turlock Shubh																															
Steve Sivewright																															
Darren Wilton																															

Show From 05.03.2018 Time Account All Types

Time Account	Deduction From	Deduction To	Entitlement
Annual Leave / P&P	19.06.2017	18.06.2018	192.40 Hours

PT Annual / ...

14.03.2018 - 14.03.2018

Absence Hours: 7.50


Quota Used: 7.50 Hours

Approval: **Sent**

Approver: Andrea Blacks...

HR Renewal – Leave request Manager

My Info



Andrea Blackstock

234.00 Hours of Annual Leave / P&P remaining

Approvals

5 Escalated: Tracey Fitzgerald's Leave Request

1 Tracey Fitzgerald's Leave Request

Other Approvals

Travel Approval

INBOX - SAP Netweaver Portal - Internet Explorer

INBOX

Active Queries

Time Management Leave Approval (6)


Time Management - Leave Approval

View: Leave Approval | Approve | Reject | Employees Absent | D

Type of Leave	Owner
PT Annual / P&P Leave	Tracey Fitzgerald
PT Annual / P&P Leave	Tracey Fitzgerald
PT Annual / P&P Leave	Tracey Fitzgerald
Jury Service	Tracey Fitzgerald
PT Annual / P&P Leave	Tracey Fitzgerald
Volunteering	Tracey Fitzgerald

SAP Leave Approval

Tracey Fitzgerald



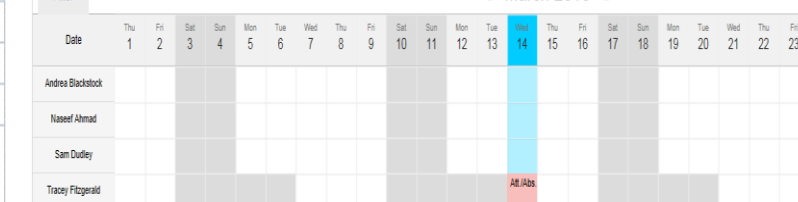
Current Balance: 192.40 Hours	Type of Leave: PT Annual / P&P Leave	7.50 Hours
Available Balance: 192.40 Hours	Status: Sent	No Overlaps
Pending Approval: 0.00 Hours	Processor: Andrea Blackstock	Sent on 05.03.2018

Start Date: Wed Mar 14 2018	End Date: Wed Mar 14 2018
Start Time: Not available	End Time: Not available
Absence Hours: 7.50	
Attachments: Not available	

Last Note:

Approver Notes:

Calendar | Leave History



PT Annual / ...

14.03.2018 - 14.03.2018

Absence Hours: 7.50

Quota Used: 7.50 Hours

Approval: **Approved**

Approver: Andrea Blacks...



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Arch eForms



- **Employee Self Services**
 - Overtime
 - Including on call allowance & Travel time
 - Salary advance
 - Starter
 - Christmas – only available to select in November
 - Loan
 - Season Tickets
 - Bicycle Loan
 - Rental Deposit
- **Manager Self Services**
 - Leaver
 - Mover
 - Temporary Promotion



← My Services

Overview

eForms

Leave & Sickness

Personal Info

PMR & Talent

Travel & Expenses

In Progress and Completed

- eForms Inbox ★
- eForms Draft ★
- eForms History ★



Start Forms

- ALL FORMS ☆
- Loan Request ☆
- Salary Advances ☆
- Overtime ★








← My Team Services





- Leave Approval
- eForms**
- Team
- Organisation
- Record S

In Progress and Completed

- eForms Inbox 
- eForms Draft 
- eForms History 

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Start Forms as Manager

- ALL FORMS 
- Movers 
- Leaver 
- TRA 

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eForms

Bicycle Loan – example

Loan Request

Form Header ▶

Initiator	Andrea Blackstock	Date	05 Mar 2018	Form ID	0010001313
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Purpose of Form ▶

The purpose of this form is to apply for a specific loan which is repayable over a period up to 12 months. Season ticket and bicycle loans will be paid into your salary in the month requested providing your line manager approves your request by 10th of the month, whereas rental deposit loans will be paid immediately via BACS. The loan will be repaid in equal amounts for the period specified. If you cease to be employed by MHCLG then you must repay any outstanding balance before leaving.

Manager Details ▶

Title	Mrs		
Name	Ruth Hemington		
Organisation Unit	Business Solutions Team		
Group	FIRST	Directorate	FSSD
Cost Centre	0000001012-Fin Shared Services Division-Linex		

Employee Details ▼

Loan Type ▶

Loan Type *

Comments ▶

Additional Comments:

- Season Ticket Loan
- Bicycle Loan
- Rental Deposit Loan

Add Comments

Action

Loan Type *

Bicycle ▶

Bicycle Cost *

Loan Detail ▶

Loan Amount *

Please select the month in which you wish to have the advance paid with your salary

Advance Month *

Please select the number of instalments over which you wish to repay the advance

Number of Instalments *

Instalment Amount

Please select the month in which you would like the repayment deductions from salary to commence

Start Month *

Terms and Conditions ▶

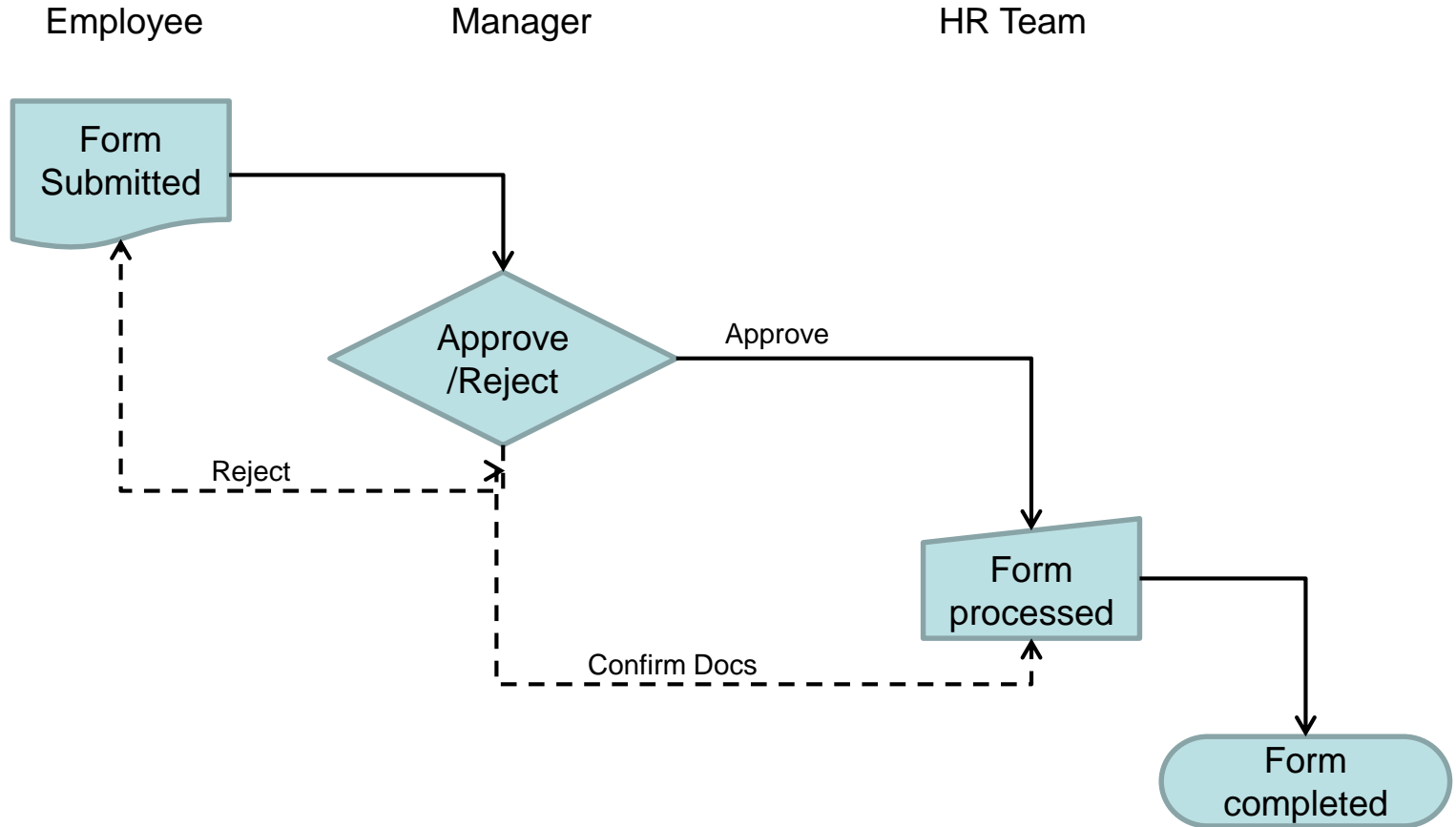
I agree to the following Conditions

- You may only use the advance to buy a bicycle for travelling to and from work. The advance may not be used for any other purpose. Disciplinary action will be taken in cases of misuse.
- The amount advanced (including any other outstanding advances) must be repayable through deduction from your monthly salary over the agreed period and must be used within one month of payment. Proof of purchase must be shown to your line manager within one month of payment of the advance.
- PINS/MHCLG reserves the right to require you to repay the advance on demand, including if the required proof is not provided within the time period specified.
- If you cease to be employed by PINS/MHCLG, then you must repay any outstanding balance immediately, without being asked. It will then be offset against any pay, allowances, or other benefits due.

Comments ▶

Additional Comments:

Add Comments



- Email notifications at each stage of the process
- Loan Reminders – dependant on loan type



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Benefits and Observations



- Cutting edge and fully Supported SAP HR system
 - Legacy systems were on a burning platform
- Alignment and standardisation of data structures and processes
 - Simplified the set up and future maintenance
 - Opportunity to review and optimise data categories
 - Better MI/Reporting
- Process Improvement examples
 - Reduction in paper processes – Annual Leave online
 - Auto mass changes to data reduce risk of manual changes – pay award
 - Monitoring of tasks trigger prompts for line managers to take action
 - eForms – Overtime auto posts to employee record and updated to payroll
 - Integration with self-service reduces manual changes to employee records



Key Observations

- End user engagement and road testing could have been wider
- Getting the right resource at the right time
- Data mapping and cleansing
- AL Start dates different
 - Challenge around AL Generation/carry over balances
 - Culture change from booking AL in days to hours
 - AL Calculator to compensate
 - Flexible working impacts number of work schedule rules
- Organisational changes have a wider impact
 - Early planning where possible
 - Impacts on both system and employee process



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Next Steps



Next steps

- SAP Upgrade to ECC6 EHP8 – complete
- Enhancement to Appraisals process
- Introduction of simple Talent Process
- People Finder Interface
- Workplace Adjustment Passport
- eForm Enhancements and future look
- SAP MI – further developments
- General Data Protection Regulations



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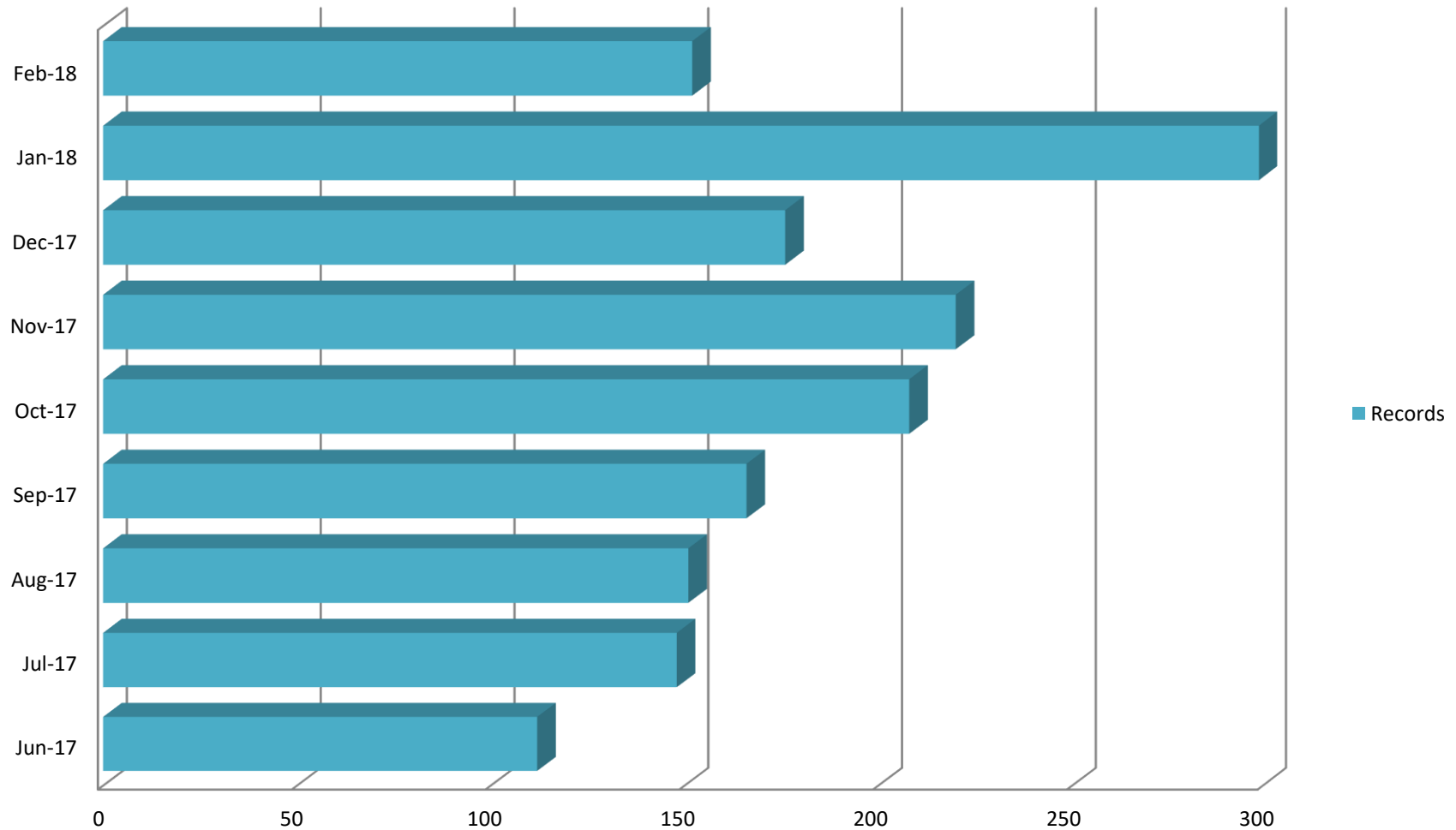
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Volumetrics

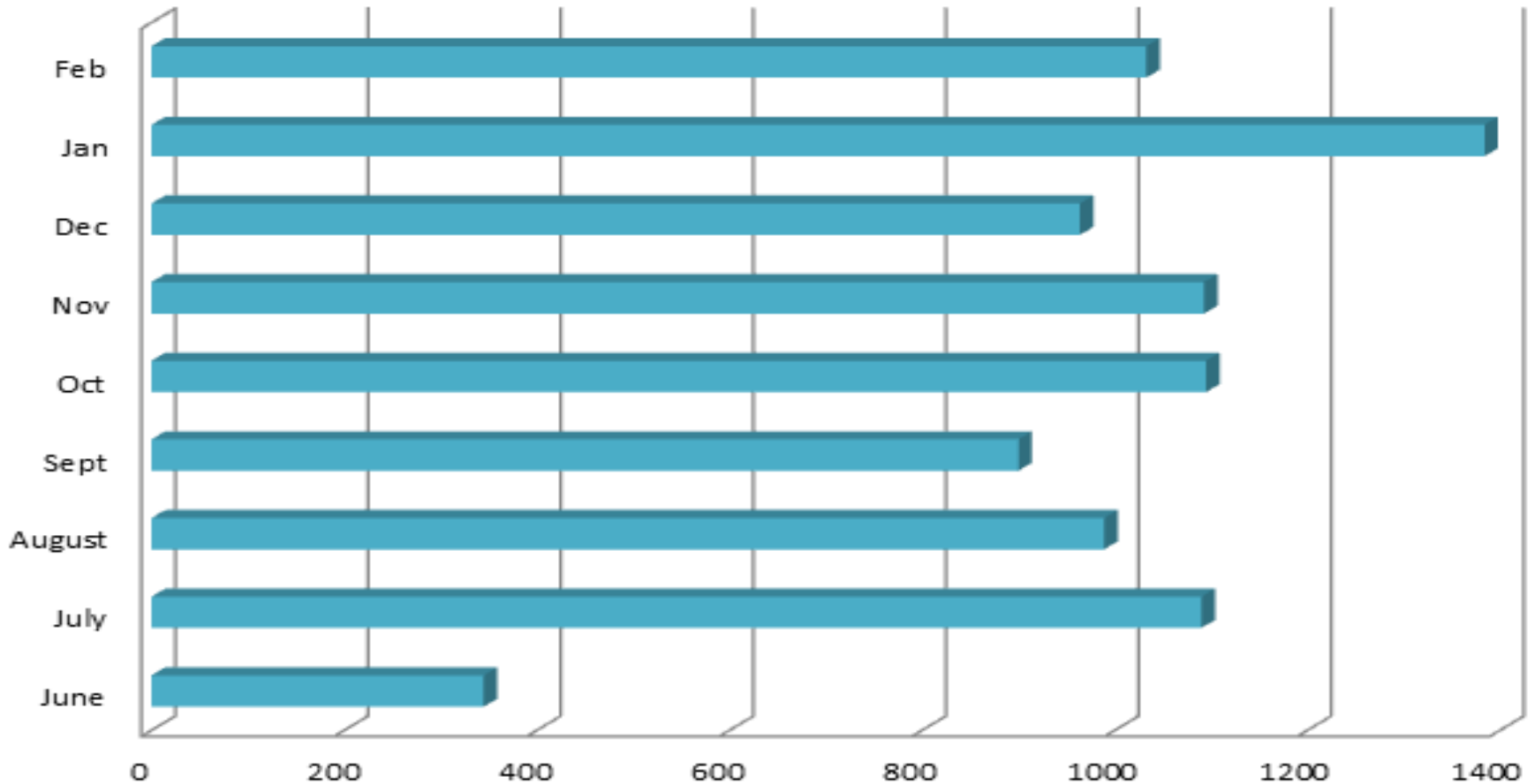


Number of Sick Absence Records by Month





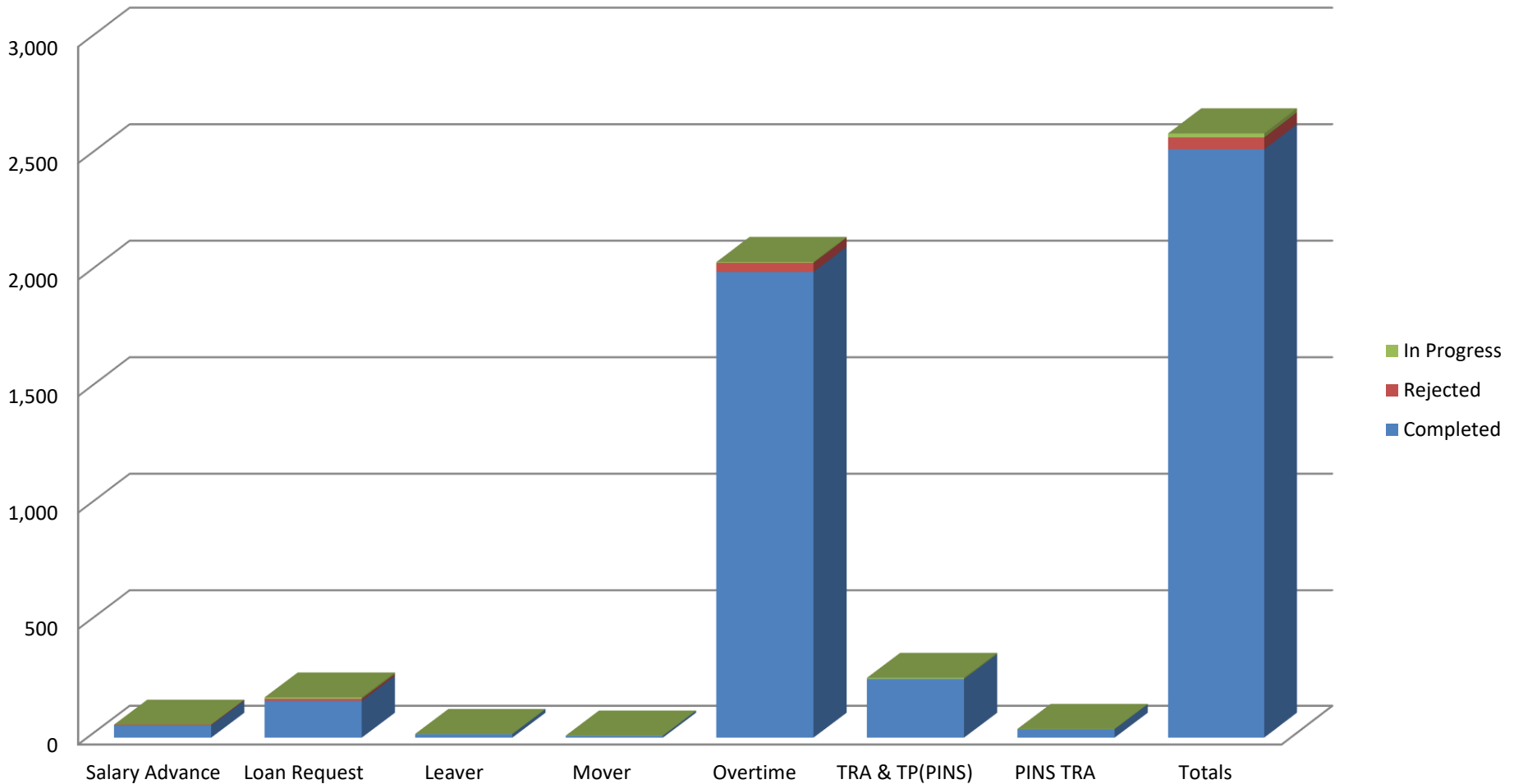
Number of Individual Annual Leave Applications on SAP HR 2017/2018





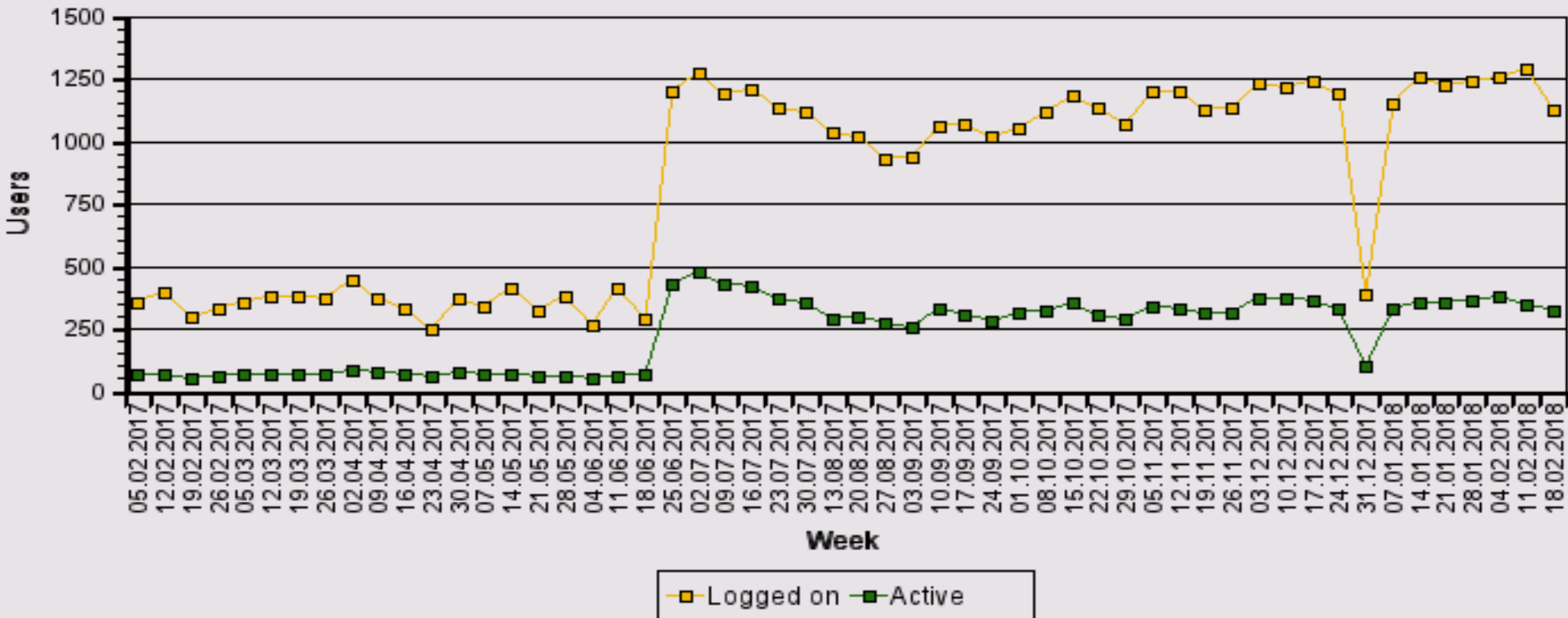
SAP HR Update System Usage – eForms

E-Forms Totals Since "Go live"





User Activity



- **Total Users:** Total users that logged on in one week.
- **Active Users:** Users who performed more than 400 transaction steps in one week.