

Business World

Staff update



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Business World, the new system that will be used by **everyone** working in the Council, launches in April 2017. It will change the way you do your day-to-day tasks such as expenses, timesheets, booking leave, buying things and budgeting.

This new weekly update will highlight key information about Business World and hopefully answer any questions you may have.

You can also find out more at: www.scotborders.gov.uk/BusinessWorld where you can see how the system is going to look and [check out our FAQs](#), which are updated weekly.

Training and support

A range of training materials and approaches are being offered to ensure you have the skills and knowledge to make the best of use of Business World. [Read more about this](#)

Self-service – your leave

One of the many benefits of Business World is the ability for greater self-service but what does this mean for you as a member of staff? [Find out more](#)

Expenses

Any outstanding online mileage claims for journeys up to and including today (Thursday 9 March) need to be submitted and approved within three working days. Mileage claims beyond this time should be submitted using an excel based [claim form](#). This should continue to be the method used until you hear otherwise. A plan is being developed that will ensure all self-service functionality is rolled out to staff over the coming months. If you are unable to access the excel spreadsheet then mileage may be submitted on a paper form but staff are encouraged to use the excel option wherever possible.

Temporary contracts

Any staff contracts that are to be extended, and any other contract changes, need to be completed in Resourcelink by Wednesday 15 March. Staff whose contracts are due to end on 31 March will **not be paid** after this date if their contract is not extended by 15 March. It is essential that managers submit paperwork on time.

Timesheets

Roll out of the timesheet functionality in Business World will be dependent on a number of factors and will form part of the self-service roll out plan. In the meantime, if you currently fill in a timesheet, please continue to do this in the same way until you are advised otherwise.

Sickness

While in the future it will be possible to use Business World to manage staff sickness, staff should continue to use the current sickness notification form available on the intranet until advised otherwise.

Manager tasks in Business World

If you are a manager, Business World will mean you will have direct access to initiate and monitor your management responsibilities - sickness notifications, grievance procedures, recruitment and authorisation of leave, timesheets and expenses* will all be directly input into Business World. A range of face to face meetings with management teams is being planned to allow more specific updates to be given on how the system will work for you as a manager.

**The introduction of these will be phased in line with the introduction of the appropriate IT access.*

Purchasing, invoices and payments - processing in Proactis

SBC's normal 'year-end' financial timetable has [been amended](#). This will allow important deadlines to be met as Business World is launched and ensure accurate and timely information is recorded within the Council's financial systems. Please note, **ordering through Proactis is not permitted during March**. Business critical areas where orders would need to be placed in order to maintain service levels have been agreed with individual services. Any further business critical requirements must be raised as an order within Proactis and routed to your Service Director for authorisation. Finance (including Payment Services) cannot make these service related decisions and should not be contacted about these. *The last date for submission of invoices to be paid prior to Business World go live is 22 March. Any troubleshooting and processing of credit notes should be addressed in Proactis as soon as possible.*

Purchasing, invoices and payments - processing in Business World after 1 April

Business World will change how the Council purchases goods and services. Before its launch it will not be possible to raise new purchase orders to send to suppliers until 3 April. After close down of Proactis/FIS on 22 March the Council will accept invoices from suppliers but payment will be made after 3 April. We will shortly be contacting suppliers to provide an update on the changes to how we will work with them in the future.

Petty cash

Our existing petty cash system will close down on **Wednesday 22 March**. From this date until 3 April it will not be possible to raise any new petty cash claims. [Read more about this](#)

Webpay

In preparation for the launch of Business World and to ensure all income is allocated to the correct month, it is essential that all cash and cheques are taken to the bank on or before 31 March. It is also essential that All Webpay staff users ensure that they process their end of day cash up and banking screens correctly. If you have processed both cash and cheques please ensure you tick both lines when completing your 'banking screen' and ensure that your banking screen balances with your cash up. It is essential that this is done correctly and on a daily basis.

Take part in our survey

Please take part in a short survey to help us understand the impact of our communications to date and inform future actions for the implementation of Business World. Your response can be anonymous but please provide your contact details if you have specific questions you would like the project team to answer.

[Complete the survey](#)

Contact the team

If you have any questions about Business World that haven't been answered by information on the [website](#) or our [FAQs](#), please email:

businessworld@scotborders.gov.uk

Regards,
Business World Project Team

w: www.scotborders.gov.uk/businessworld

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