

Business World

Staff update



Scottish
Borders
COUNCIL

Issue 2 | 21 March 2017

Welcome to the second issue of our Business World update. The project has continued to move forward towards the April launch.

For those who manage staff with no IT access, can you please ensure that they get access to this update and where to find [previous versions](#).

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 regularly.

Launch of Business World – structured implementation

A structured implementation approach will be taken which will focus on launching Business World's core HR and Finance functionality to staff that currently have a '@scotborders.gov.uk' or '@scotborders.gcsx.gov.uk' email address and access to a Council Administration Network PC/Laptop [referred to as **Council Admin IT users**]. This approach reflects the feedback received during engagement sessions and the technology access restrictions that will be addressed by the end of June.

This will mean that Business World will initially **not** be available to:

- Staff with only a Glow email address and access to Curricular Network PCs [Curricular Network Only IT users]
- Staff who are currently non-ICT users at work [Non-ICT users]
- Staff who use a Partner (e.g. NHS) device [Partner ICT users]

These staff groups will be subject to specific planned launches post April.

Council Admin IT Users - self-serve access - what's available from April?

From the beginning of April, all Council Admin IT staff will be able to access Business World from their computer via [a new icon](#) on your desktop. You should use your network login details to activate access to Business World and once this is complete, will be able to undertake the following key self-service activities:

- apply for special or annual leave
- submit an expense claim for approval
- submit training requests for approval
- update your personal details
- view your payslip
- raise a purchase requisition for a good or service
- goods (and service) receipt a purchase order.

eLearning materials for all of these processes will be made available via SBLearn. Please ensure you make time available in the next couple of weeks to complete those relevant to your day-to-day activities.

Timesheets

The introduction of self-service timesheets through Business World will be implemented post-go live. This means that **all staff** (whether they have access to Business World or not after April) should **continue to submit their timesheet information in the same manner as they currently do**.

It is anticipated that access to the functionality which will allow staff to input timesheets online will be launched in May. Initially, this will be available to staff who were given access to Business World at the beginning of April. Thereafter, staff will be given access at the same time as their overall Business World access is delivered.

Managers' self-serve – functionality available from April

Within Business World the system role(s) that are attached to your position determine your access and what you can/cannot do in the system. Two key roles are the [Line Manager and SBManager](#).

Staff who can't access Business World in April

As explained above, there are various staff groups who, due to technology constraints, will not be able to access Business World from April. In addition to timesheets, they should **continue to submit expense claims and annual leave requests in the same manner as they currently do**. We are working with our IT provider to implement the most appropriate solutions with the aim of starting the roll-out of these from June this year. This will be supported by the appropriate training and go-live help.

Access to Business World in schools

There are two groups of staff in schools:

- Council Admin IT users (predominantly office staff, headteachers and deputy headteachers)
- Curricular network-only IT users

Council Admin IT users will get access in April and therefore will have access to the self-service functionality mentioned above.

It is anticipated that due to school holidays and timing of training, Curricular Network Only IT users will gain access to Business World from August and a specific training plan will be developed to support this. As a result of the two stage implementation, there will be a requirement to put in place some temporary authorisation arrangements in Business World to address the fact that some staff with Line Manager or SBManager roles will not have access to the system from April.

SBLearn eLearning materials

eLearning modules to help you find your way around Business World and use some of the key functions have started to be made available on SBLearn. They will continue to be loaded on SBLearn over the coming week. Please check and complete the courses that are relevant to you. [Read more about this](#).

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

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