Business World
Staff update

Business World in Focus | Issue 3 | 27 March 2017

Welcome to the first of this week's Business World updates. As we go live this weekend there will be several more specific updates on aspects of the Business World implementation so please look out for these.

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.

Transitional Information about FIS, Proactis and Resourcelink
The data in the old systems will be archived and available for specific users with read-only access to ensure that historic information is accessible.

Self-Serve – your payslips
Through Business World, staff will be able to access their payslips through the internet and look at payslips online as it will be possible to log onto Business World using non-Council Laptops, PCs, tablets and Smartphones (this will be available on a range of internet browsers although not all of them, and will be rolled out to relevant staff between April and August).

As with Resourcelink, Business World will enable staff to access their payslips. However, no payslips from Resourcelink will be taken over to Business World. If staff want to have recent copies of their Resourcelink payslips they are advised to print off these off.

Self-Serve – your sickness absence
The process for logging absence due to illness will move into Business World and will be initiated by managers and team leaders in line with the current process. There will be one year's worth of historical HR data carried over into Business World from Resourcelink to allow consistency and management of absence triggers.

The benefit of Business World for the inputter is that you can search in the system based on employee ID or their name and post number or their name - so you do not need to remember the IDs and post numbers. The Business World process is also more efficient than the current process as the system is automatically updated following the receipt of the notification of absence, and information does not need re-keying by staff in HR Shared Services. In addition, line managers will receive an alert in Business World's task box to remind them to do return to work activities.

Business Continuity Plans
With the implementation of all new software, it is critical that your Business Continuity Plans (BC Plans) are up to date. You should ensure that all staff are

aware of which tasks are business critical and which tasks can wait. You should ensure that manual workarounds are in place in the unlikely event that access to these systems is unavailable. Our IT providers have Disaster Recovery Plans but it is your responsibility to ensure you can continue to deliver essential services if there is an outage. Please ensure you have reviewed your BC Plan and are happy that the workarounds are communicated to your staff and any paperwork to support this is available. Please contact Brian MacFarlane if you require support accessing and updating your BC Plan.

Staff with Joint SBC/NHS Roles
If you will be using Business World you can view eLearning modules, which explain how to use many of its key functions, on SBLearn. To access SBLearn you need an SBC employee number. If you have difficulty logging in to SBLearn please contact the eLearning Service Desk.

If you are not a Council employee you will still have an SBC employee number (although you may not be aware what this is) and you should check with your manager to find out whether you will be using Business World. What you will see in Business World will be dependent on the post you hold and will vary from staff member to staff member.

If you will be using Business World, please contact the eLearning Service Desk to arrange access to the Business World eLearning.

Staff Checklist – by now you should ensure:
☐ You are aware of Business Continuity and the tasks that are business critical and the ones that can wait. You should ensure you are aware of the manual workarounds that are in place in the unlikely event that access to systems is unavailable.
☐ You know where to go for information and how to raise questions. The starting point should be www.scotborders.gov.uk/businessworld.
☐ You are able to access SBLearn and are making time to carry out eLearning on Business World. Focusing on the tasks as a General User/Manager/Additional Functionality you are most likely to need first based on what you do in your job today.

Key Dates:
• 27 March - Last day for approving and troubleshooting AP invoices in Proactis.
• 28 March - Final invoice (AP) payment run from FIS.
• 31 March - Last day for banking cheques for financial year 2016/17.
• 1 April - Cut-over to Business World takes place.
• 3 April - Launch of Business World across the Council.

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
e: businessworld@scotborders.gov.uk