

One Source Show and Tell – ESS and MSS



Walsall Council

PROUD OF OUR **PAST** OUR **PRESENT** AND FOR OUR **FUTURE**

What is One Source?

We are upgrading our payroll, finance, procurement and HR systems to a single integrated digital solution — One Source — for all council employees.

What is One Source?

One Source is an integrated digital solution for much of our payroll, finance, procurement and HR needs. All staff will be able to use this system to undertake a wide range of activities such as manage and update personal information, complete expense claims, request goods and services, input sickness, manage HR-related changes, complete performance conversations, and manage recruitment processes.

When?

One Source is going live in two phases. The first phase will be in July 2020 with finance and procurement, along with some HR activities. The second phase is October 2020 with full manager and employee self service and payroll.

How will it impact my staff?

For finance and procurement, the big change to most staff members will be the look and feel of One Source— with a much more user friendly, web-based approach. Most of the common processes will continue to be the same as we use today. For HR and payroll it will be a completely new system and new ways of working, so training and system demonstrations has been put in place to support staff where appropriate.



Employee & Manager Self Service

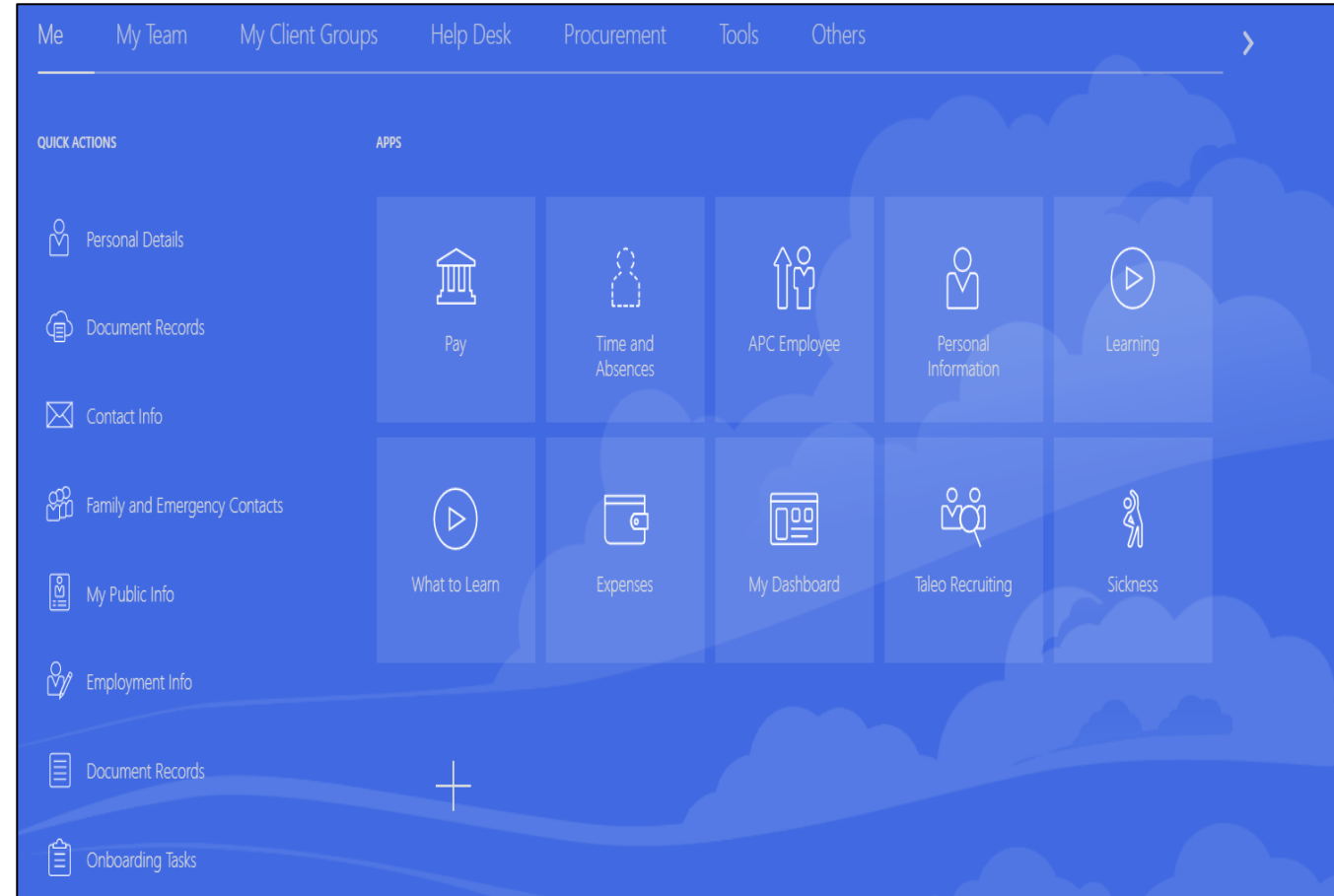
The Show and Tell which will include the following topics:

Employee Self Service

- Employee Self Service overview – look and feel
- Viewing and updating your Personal Information
- Submit expenses
- Booking a course

Manager Self Service

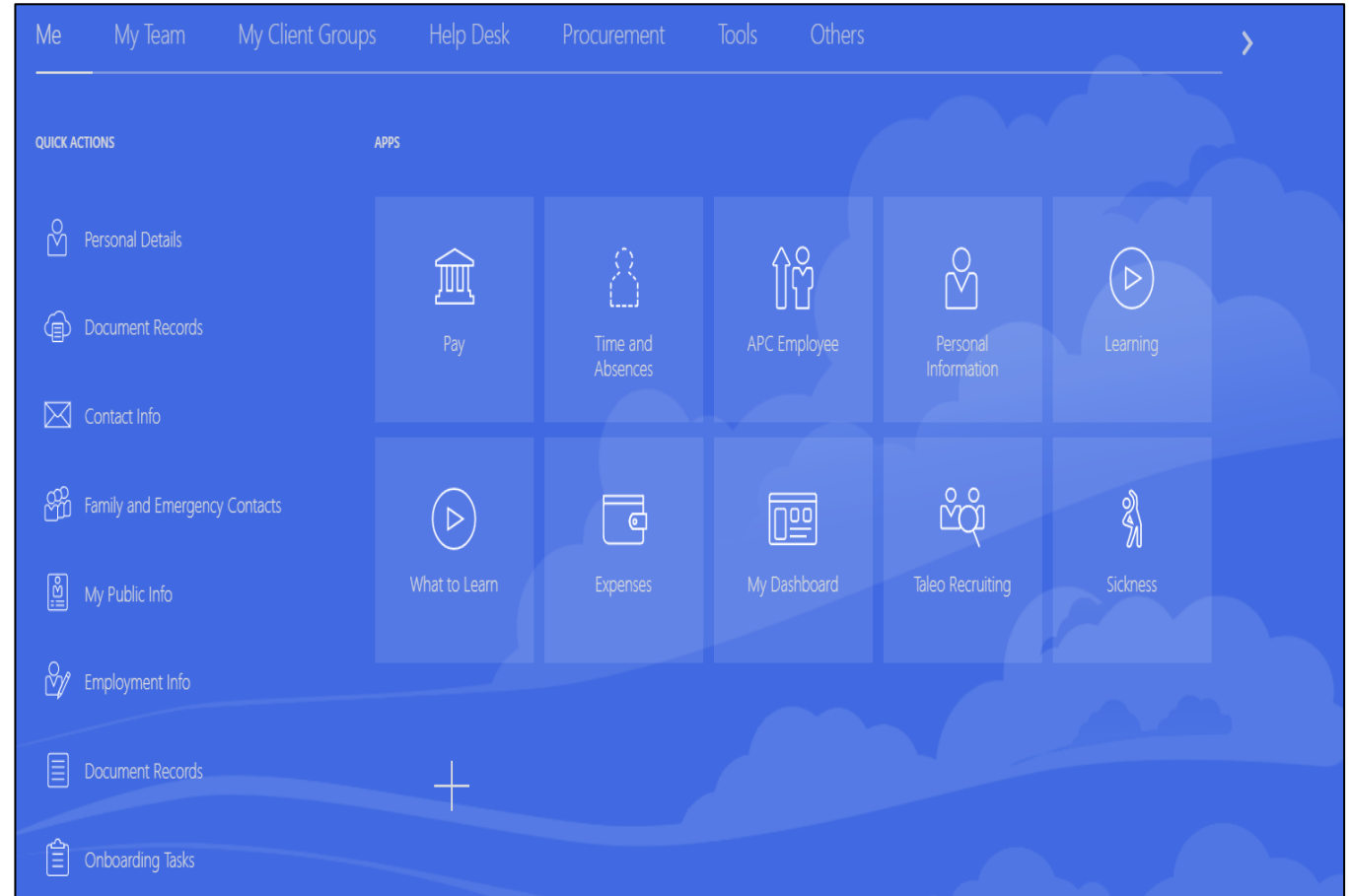
- Manager Self Service overview – look and feel
- Enter sickness on behalf of employee as a manager



Look and Feel

Homepage

- Is the springboard for all modules. Depending on your role, you will have more/less icons on your homepage.



Employee & Manager Self Service – Tips / FAQs

Viewing and Updating Personal Information

- You can view your employment history
- You can update all of your personal information apart from your name and marital status.
- Payslips will be live in October 2020 where you can view and print a pdf. On Go Live they will be found in your Document of Records or Pay icon.

Bank Details

- Triple check your bank details are correct like you would when online shopping, there is no verification with your bank!

Personal Details
Dummy Manager

Name

Start Date	Last Name
01/01/19	Manager
	First Name
	Dummy

Demographic Info

Country	Marital Status
United Kingdom	Married
Religion	Start Date
	01/01/19
Ethnicity	Gender
	Female

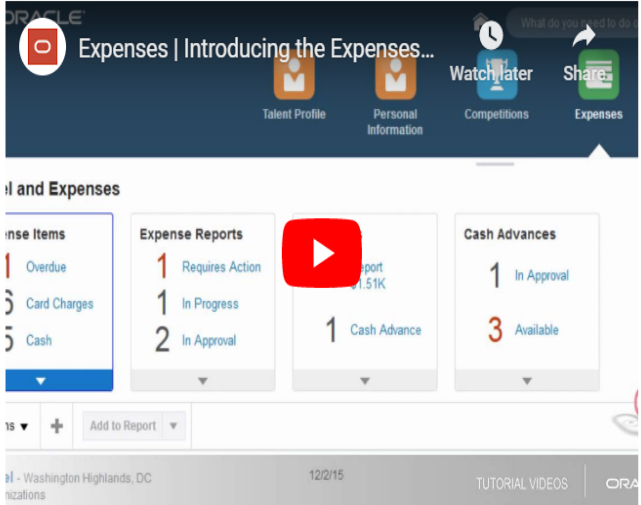
Employee & Manager Self Service – Tips / FAQs

Expenses Claims inc. Mileage

- Enter Expense Items onto an electronic Expense Report for claims
- Attach relevant receipts to entered Expense Items
- Policy rules will show if any reimbursement limits are exceeded (e.g. subsistence)
- Submitted Expenses Reports will go through to an authorised manager to review and approve
- Approved Expense Reports are added onto weekly payments runs for quicker payment

Travel and Expenses

Expenses Product Tour ?



The screenshot shows the Oracle Expenses dashboard. At the top, there's a banner for 'Expenses | Introducing the Expenses...' with icons for Talent Profile, Personal Information, Competitions, and Expenses. Below this, the 'Travel and Expenses' section is visible. It includes a sidebar for 'Expense Items' with options like Overdue, Card Charges, and Cash. The main area has three panels: 'Expense Reports' showing 1 Requires Action, 1 In Progress, and 2 In Approval; 'Cash Advances' showing 1 Cash Advance; and 'Cash Advances' showing 1 In Approval and 3 Available. A 'Go to Travel and Expenses' link is at the bottom.

Create
[Create Expense Report](#)

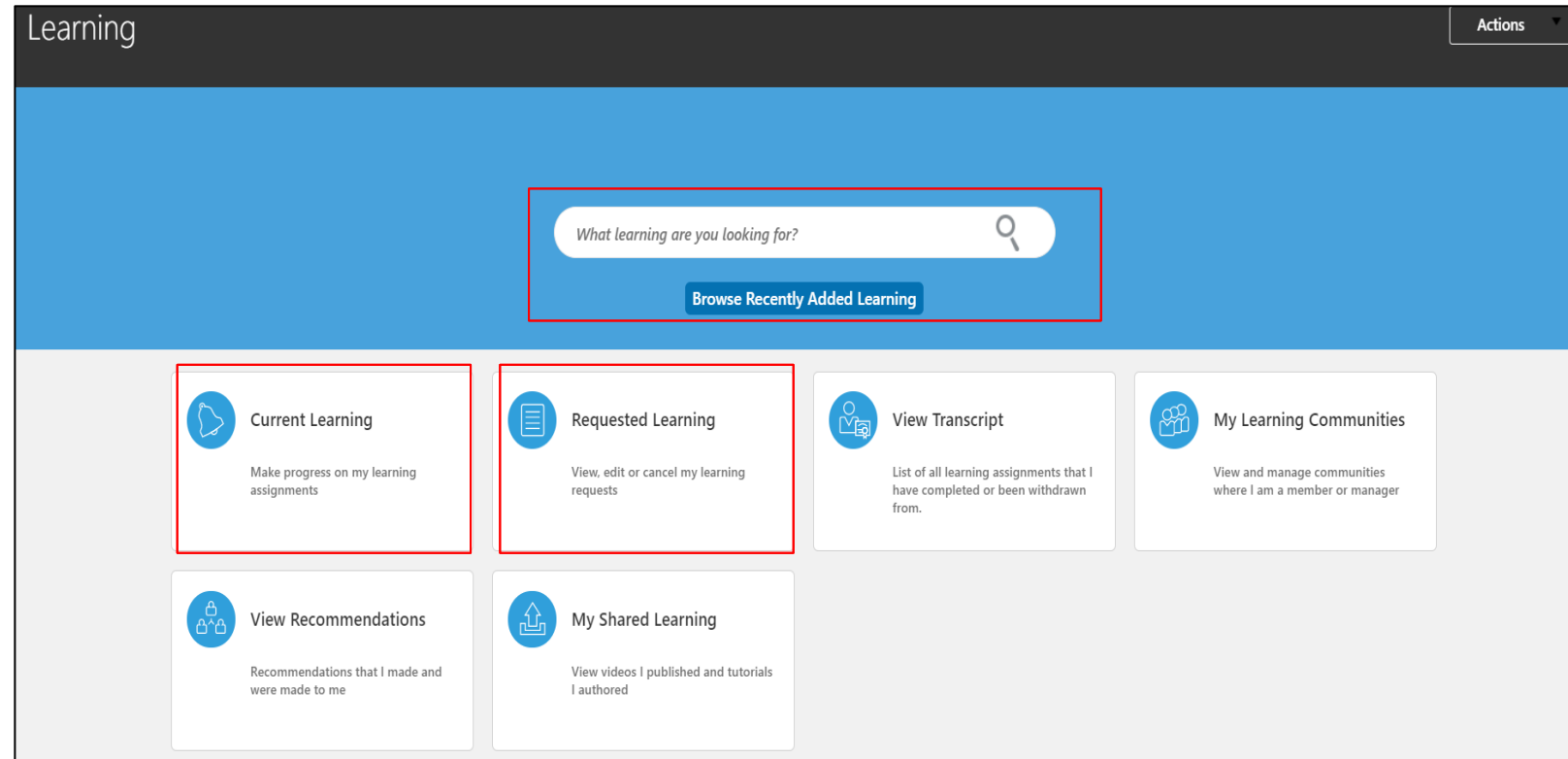
Manage
[Expenses Preferences](#)

Learn
[Corporate Policies](#)

Employee & Manager Self Service – Tips / FAQs

Learn

- You can search for learning courses in the search bar.
- To book a course click on Requested Learning - if you are a manager, you will be able to request learning for your team. You can request a course or an offering.
- Once the request is complete it will go to the manager for approval and they can choose to approve or reject the request.
- Once approved, it can be viewed by clicking 'Current Learning' button on your Learning homepage.



Employee & Manager Self Service – Tips / FAQs

Approvals Expenses, Courses, etc.

- Click and approve in notification or select to view more details.

Sickness Absence

- Create Sickness Absence – One day or open ended – tick the box
- Once employee returns to work, complete the questionnaire found under Document of Records.

Absence Management			Manager Hierarchy
View ▾	Detach		
View	Employee	Position(s)	
 	Dummy Manager [0000620]	Dummy Position	
 	Ben Root [123654]	Dummy Position	
 	Dummy Employee [0000619]	Dummy Position	
 	Julie Amos [2212915]	Senior Lunchtime Supervisor	

One Source Programme – What's next?

- Continued communication to provide updates – On Day 1 you need to.... etc.
- Access to short videos to support you on go live which will be embedded into the system and on the intranet.
- Quick Reference Guides where Key Users have indicated you might need them – embedded into the system and the one source support intranet page.
- Frequently Asked Questions (FAQ's) on a new One Source intranet page.
- Specific training sessions are being arranged where specific gaps have been identified – we will be in contact with you!