



SAP System Upgrade Bulletin

ESS & MSS Updates (SAP System Upgrade – May 2014)

The OSC HR/Payroll System will be updated with a SAP system upgrade on May 23, 2014. The ESS and MSS users will only experience “look and feel” changes.

Changes include:

- Font sizes on field or tab labels
- Different border shading
- Some important words now capitalized
- Some item spacing now closer together
- Buttons not previously used are now hidden
- Browser back buttons – intermittent issues with back buttons working

This document will show both what the screen looked like prior to the change and the result of the change.

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Portal Changes

Portal “Spinning Clock”

The “spinning clock” image that shows while a user is waiting for the system to do something looks different now.

OLD:



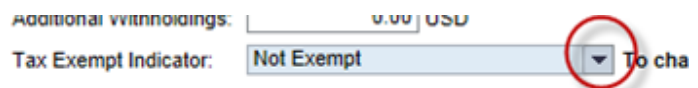
NEW:



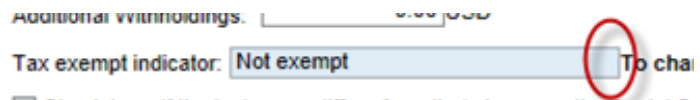
ESS Changes

Tax Exempt Indicator

OLD: Field included a drop-down option indicator

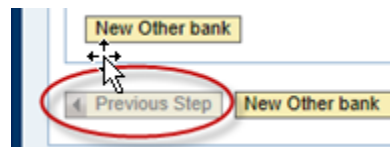


NEW: Drop-down option is no longer visible

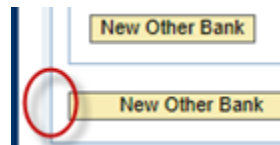


New Other Bank

OLD: A *Previous Step* button was just to the left of the *New Other bank* button.



NEW: The Previous Step button has been removed.

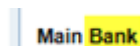


Main Bank Label

OLD: The word “Bank” was lower case.



NEW: “Bank” now begins with a capital B.

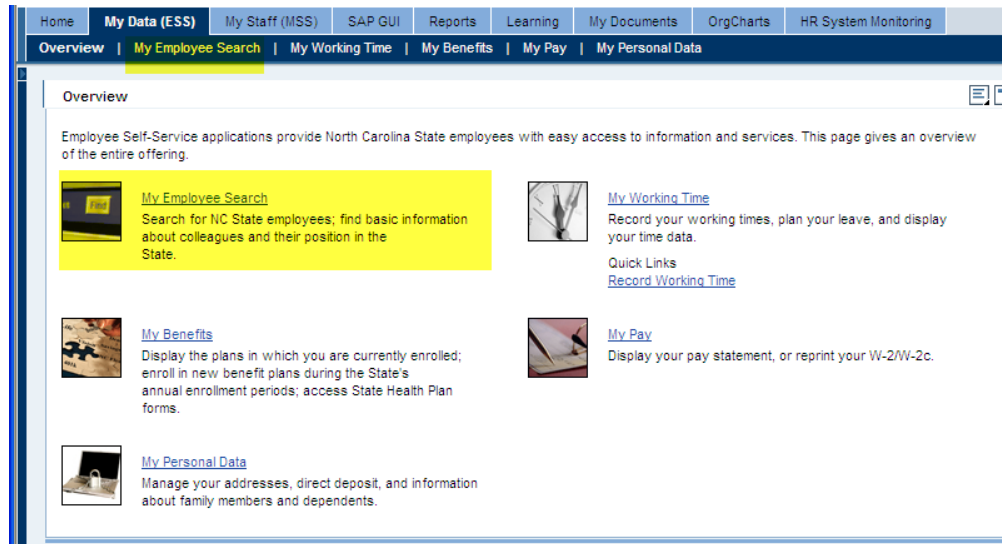


ESS Overview Screen

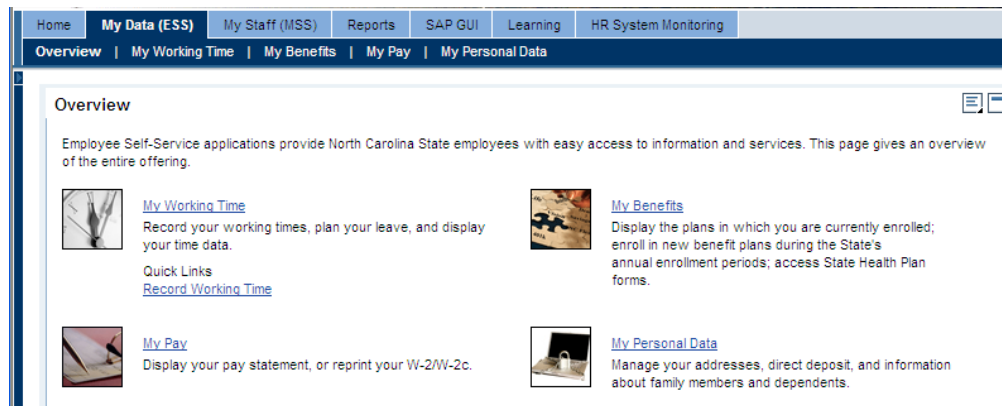
The *My Employee Search* tab and section have been hidden. This functionality has never been turned on. This change simplifies the ESS screens.

The remaining four sections have been rearranged, placing the most frequently used sections on the left side of the screen.

OLD:



NEW:



ESS Working Time Screen

When a user has no time to be released, the link for *Release Working Time Data* is now grayed out.

OLD:

The screenshot shows the SAP ESS interface for 'My Working Time'. The navigation bar includes 'Home', 'My Data (ESS)', 'My Staff (MSS)', 'SAP GUI', 'Reports', and 'Learning'. Below this is a secondary bar with 'Overview', 'My Employee Search', 'My Working Time', 'My Benefits', and 'My'. The main content area is titled 'My Working Time' and contains a section for 'My Time Sheets'. It includes a 'Record Working Time' link and a 'Release Working Time Data' link. The text below the links states: 'You can record your working time here. In the last 30 days there are 2 workdays on which you have recorded not enough or too many hours. Your recorded times have been approved up to 05/01/2014.' The 'Release Working Time Data' link is highlighted in yellow and is grayed out.

NEW:

The screenshot shows the updated SAP ESS interface for 'My Working Time'. The navigation bar includes 'Home', 'My Data (ESS)', 'My Staff (MSS)', 'Reports', 'SAP GUI', and 'Learning'. Below this is a secondary bar with 'Overview', 'My Working Time', 'My Benefits', 'My Pay', and 'My Personal Data'. The main content area is titled 'My Working Time' and contains a section for 'My Time Sheets'. It includes a 'Record Working Time' link and a 'Release Working Time Data' link. The text below the links states: 'You can record your working time here. You have recorded adequate working times for all workdays up to 00/00/0000. Your recorded times have been approved up to 00/00/0000.' The 'Release Working Time Data' link is highlighted in yellow and is active.

The link becomes active when there are records to release.

The screenshot shows the updated SAP ESS interface for 'My Working Time'. The navigation bar includes 'Home', 'My Data (ESS)', 'My Staff (MSS)', 'Reports', 'SAP GUI', and 'Learning'. Below this is a secondary bar with 'Overview', 'My Working Time', 'My Benefits', 'My Pay', and 'My Personal Data'. The main content area is titled 'My Working Time' and contains a section for 'My Time Sheets'. It includes a 'Record Working Time' link and a 'Release Working Time Data' link. The text below the links states: 'You can record your working time here. In the last 30 days there are 1 workdays on which you have recorded not enough or too many hours. Your recorded times have been approved up to 00/00/0000.' The 'Release Working Time Data' link is highlighted in yellow and is active. Below the link, it says: 'Here you can release your working time to your manager. There are 1 recorded times that you have not yet released.'

ESS Record Working Time Screen

The navigation menu for *Daily View* and *Weekly View* has been removed. The tabs for each view still remain. Some of the columns are narrower now.

OLD:

Record Working Time

1 Edit 2 Review and Save 3 Completed

Show Calendar Show Worklist

Weekly View Daily View

Week from 5/4/2014 to 5/10/2014 Go

Working Times Recorded from Sunday, May 4, 2014 to Saturday, May 10, 2014.

| Att./abs. type | Premium no. | Charge Object | Activity Abbr. | Total | SU, 05/04 | MO, 05/05 | TU, 05/06 | WE, 05/07 | TH, 05/08 | FR, 05/09 | SA, 05/10 |
|-------------------|-------------|---------------|----------------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | Plan | 40 | | 10 | 10 | 10 | 10 | | |
| | | | Act | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time Worked (...) | | Prod Support | | 0 | | | | | | | |

NEW:

Record Working Time

1 Edit 2 Review and Save 3 Completed

Show Calendar Show Worklist

Weekly View Daily View

Week from 05/04/2014 to 05/10/2014 Go

Working Times Recorded from Sunday, May 4, 2014 to Saturday, May 10, 2014.

| Att./abs. type | Premium no. | Charge Object | Activity Abbr. | Total | SU, 05/04 | MO, 05/05 | TU, 05/06 | WE, 05/07 | TH, 05/08 | FR, 05/09 | SA, 05/10 |
|----------------|-------------|---------------|----------------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | Plan | 40 | | 10 | 10 | 10 | 10 | | |
| | | | Act | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time Work... | | | | 1 | | 1 | | | | | |

ESS Table Controls

The Page up and Page down control buttons on tables in the portal have been replaced with scrollbars on the right side of the tables. An active slider button will display on the scrollbar if some rows are not visible in the screen view.

OLD:

Release Working Time

1 Choose 2 Review and Save 3 Completed

⚠ 05/09/2014: Number of hours recorded 8.00 exceeds target hours 0.00. Select the working times you want to release and click Review.

| Date | Att./abs. type | Premium no. | Charge Object | Activity Abbr. | Cell content | Additional Info |
|------------|-------------------|-------------|---------------|----------------|--------------|-----------------|
| 05/05/2014 | Time Worked (...) | | | | 8 | |
| 05/06/2014 | Time Worked (...) | | | | 8 | |
| 05/07/2014 | Time Worked (...) | | | | 8 | |
| 05/08/2014 | Time Worked (...) | | | | 8 | |
| 05/09/2014 | Time Worked (...) | | | | 8 | |

Row 1 of 5

Select All Deselect All

Review Exit

NEW:

Release Working Time

1 Choose 2 Review and Save 3 Completed

⚠ 05/09/2014: Number of hours recorded 8.00 exceeds target hours 0.00. Select the working times you want to release and click Review.

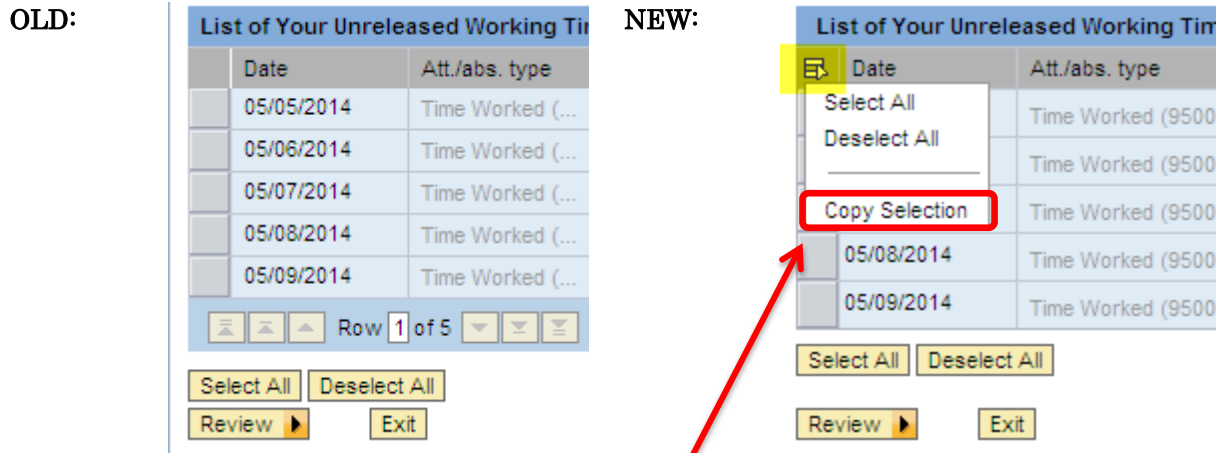
| Date | Att./abs. type | Premium no. | Charge Object | Activity Abbr. | Cell content | Additional Info |
|------------|--------------------|-------------|---------------|----------------|--------------|-----------------|
| 05/05/2014 | Time Worked (9500) | | | | 8 | |
| 05/06/2014 | Time Worked (9500) | | | | 8 | |
| 05/07/2014 | Time Worked (9500) | | | | 8 | |
| 05/08/2014 | Time Worked (9500) | | | | 8 | |
| 05/09/2014 | Time Worked (9500) | | | | 8 | |

Select All Deselect All

Review Exit

Portal Table Selection Button

There is a **new** button in the upper left corner of some tables in the portal.



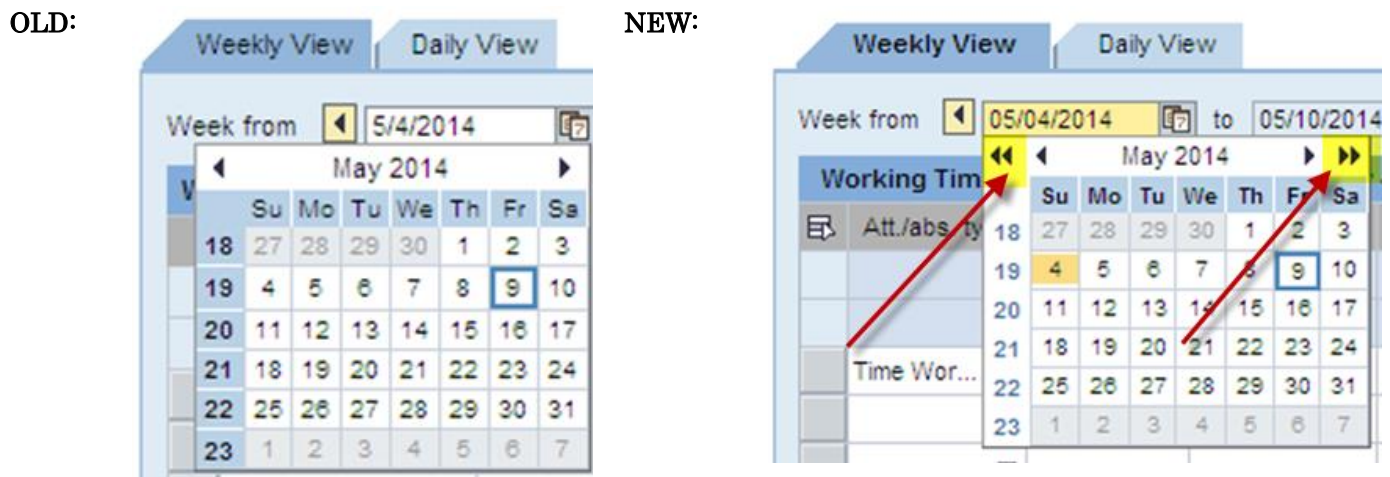
If one or more rows are highlighted, and the *Copy Selection* item is selected, the rows and column headers will be copied to the “clipboard”. See below for examples:

| Date | Att./abs. type | Premium no. | Charge Object | Activity Abbr. | Cell content | Additional Info |
|------------|--------------------|-------------|---------------|----------------|--------------|-----------------|
| 05/06/2014 | Time Worked (9500) | | | | 8 | |

| Date | Att./abs. type | Premium no. | Charge Object | Activity Abbr. | Cell content | Additional Info |
|------------|--------------------|-------------|---------------|----------------|--------------|-----------------|
| 05/06/2014 | Time Worked (9500) | | | | 8 | |
| 05/07/2014 | Time Worked (9500) | | | | 8 | |

Calendar Drop-downs Year Arrows

The drop-down menu for Date fields in the portal now have “double arrow” buttons to allow for scrolling to the next year. The single arrow buttons scroll between months.



ESS Quota Overview Screen Exit Button

A new *Exit* button on the Quota Overview screen takes you back to the My Working Time screen.

OLD:

| Time Account | Deductible from | Deductible to | Entitlement | Remainder |
|-------------------------|-----------------|---------------|----------------|----------------|
| Vacation Leave | 12/1/2007 | 12/31/9999 | 791.74 Hours | 288.82 Hours |
| Sick Leave | 12/1/2007 | 12/31/9999 | 3,018.75 Hours | 3,018.75 Hours |
| Overtime Comp Time | 12/10/2007 | 12/31/9999 | 630.25 Hours | 0.00 Hours |
| Holiday Comp Time | 1/1/2008 | 12/31/9999 | 16.58 Hours | 0.00 Hours |
| Holiday Leave | 12/29/2007 | 12/31/9999 | 567.42 Hours | 8.00 Hours |
| Bonus Leave | 12/1/2007 | 12/31/9999 | 200.00 Hours | 200.00 Hours |
| Special Leave | 7/1/2013 | 6/30/2014 | 40.00 Hours | 0.00 Hours |
| Community Service Leave | 1/1/2014 | 12/31/2014 | 24.00 Hours | 24.00 Hours |

NEW:

| Time Account | Deductible from | Deductible to | Entitlement | Remainder |
|-------------------------|-----------------|---------------|----------------|----------------|
| Vacation Leave | 12/01/2007 | 12/31/9999 | 739.75 HOURS | 201.58 HOURS |
| Sick Leave | 12/01/2007 | 12/31/9999 | 2,994.75 HOURS | 2,930.75 HOURS |
| Overtime Comp Time | 12/10/2007 | 12/31/9999 | 613.50 HOURS | 0.00 HOURS |
| Holiday Comp Time | 01/01/2008 | 12/31/9999 | 16.58 HOURS | 0.00 HOURS |
| Holiday Leave | 12/29/2007 | 12/31/9999 | 551.42 HOURS | 8.00 HOURS |
| Bonus Leave | 12/01/2007 | 12/31/9999 | 200.00 HOURS | 200.00 HOURS |
| Special Leave | 07/01/2013 | 06/30/2014 | 40.00 HOURS | 0.00 HOURS |
| Community Service Leave | 01/01/2014 | 12/31/2014 | 24.00 HOURS | 24.00 HOURS |

MSS Changes

Column Header Sort Options

In some portal tables, such as the Employee Information table in MSS, the column sort indicators are hidden by default. “Mousing” (hovering your mouse) over the column headers will now bring up a similar indicator on the cursor image (no screenshot available).

OLD:

| Employee Number | Organizational Unit | Position |
|-----------------|---------------------------------|--------------------------------|
| | OSC BEACON PROD/TECH Functional | FI and Org. Management Analyst |
| | OSC BEACON PROD/TECH Functional | Functional F/CO Lead |

After clicking on a column header to sort by that column, one of the indicator triangles is filled in.

| Employee Number | Organizational Unit | Position |
|-----------------|---------------------------------|-------------------|
| 46 | OSC BEACON PROD/TECH Functional | Business And Tech |

NEW:

| Employee Number | Organizational Unit | Position |
|-----------------|---------------------------------|----------------------------|
| | OSC BEACON PROD/TECH Functional | Legacy Application Analyst |

After clicking on a column header to sort by that column, a sort indicator shows up.

| Employee Number | Organizational Unit | Position |
|-----------------|---------------------------------|-------------------|
| 46 | OSC BEACON PROD/TECH Functional | Business And Tech |

Back Button Functionality in the Portal



While in the browser, the Back button works on some tabs consistently, but at times it will cause the “*Webpage has expired*” page to be displayed on other tabs (e.g., Home, Learning). In order to view the portal contents, click either the first or second-level navigation tabs as shown in the screen print below.

To avoid the problem altogether, it is **recommended** that only the tabs and buttons within the portal be used for navigation rather than the browser’s navigation buttons.

