SAP Portal System Upgrade

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.

Table of Contents

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.
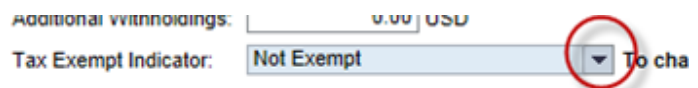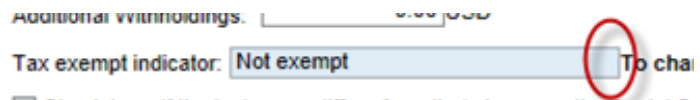
OLD:

NEW:

ESS Changes

Tax Exempt Indicator

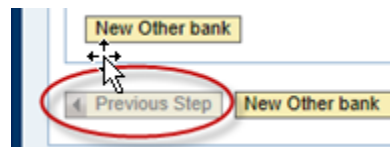**OLD**: Field included a drop-down option indicator

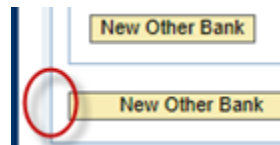**NEW**: Drop-down option is no longer visible

New Other Bank

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

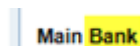**NEW**: The Previous Step button has been removed.

Main Bank Label

OLD: The word "Bank" was lower case.

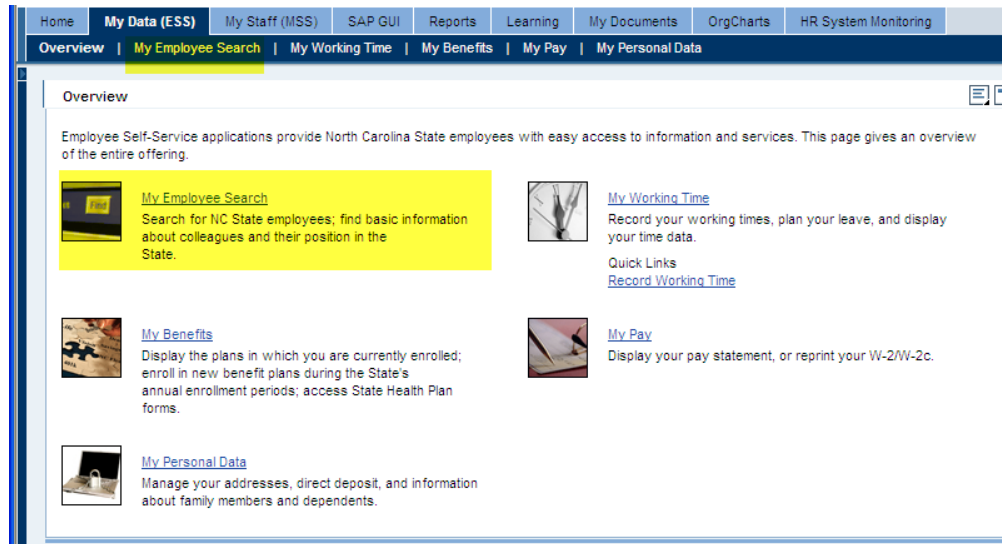**NEW**: "Bank" now begins with a capital B.
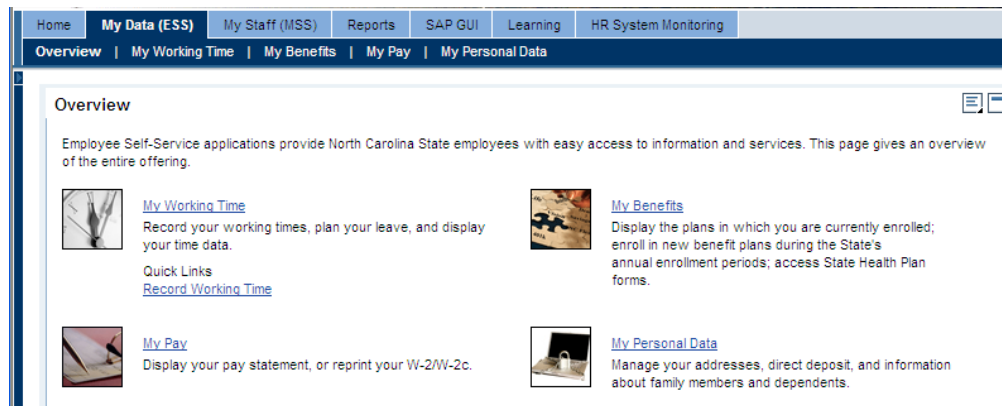
ESS Overview Screen

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:

NEW:

The link becomes active when there are records to release.

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:

NEW:

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:

NEW:

Portal Table Selection Button

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

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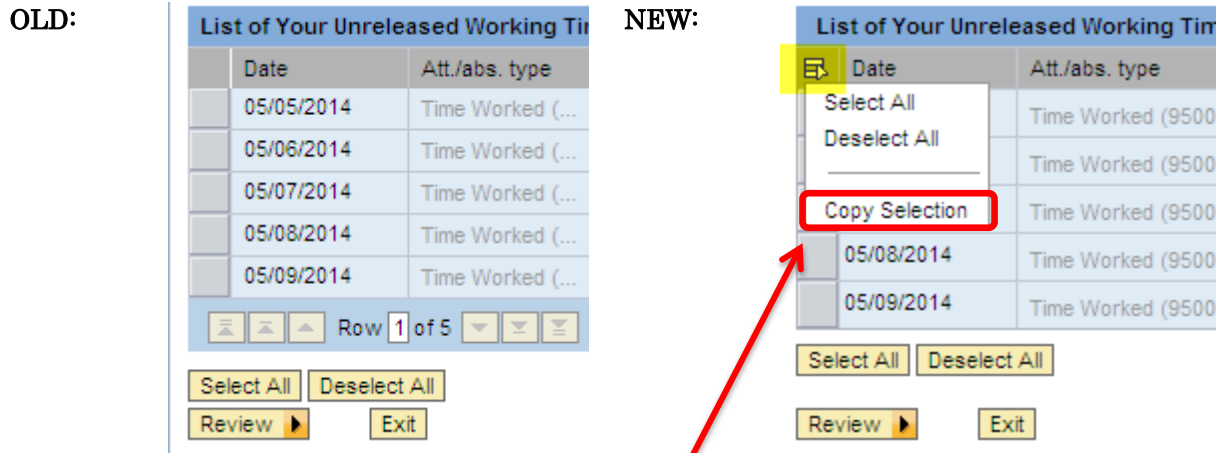
If one or more rows are highlighted, and the *Copy Selection* item is selected, the rows and column headers will be copied to the "clipboard". See below for examples:

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.

OLD: NEW:
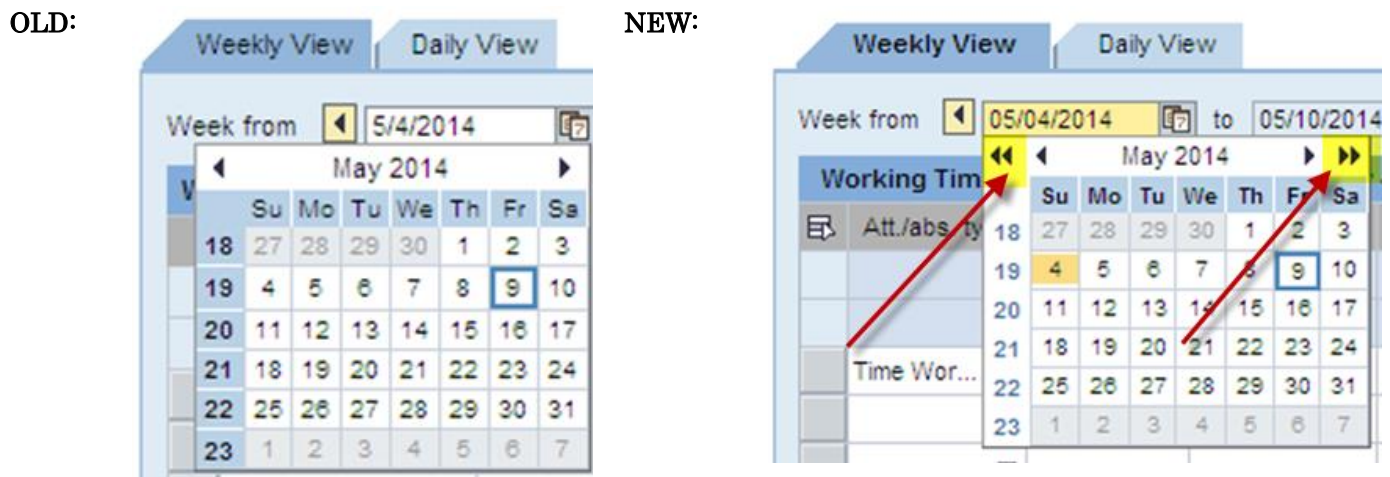
ESS Quota Overview Screen Exit Button

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

Exit

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:

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

NEW:

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

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.