Stage: Business Analysis

Business Requirements Document

Online Payslips and P60s
Payroll and Pensions

PPP002

AP45-022

Document Version: 1.0

Date: 27/01/15

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Contents

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1   Document Management

1.1 Contributors

Please provide details of all contributors to this document.

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1.2 Version Control

Please document all changes made to this document since initial distribution.

Date	Version	Author	Section	Amendment
13/1/15	0.2	SW	4.1 5-req2.1 5-req10.2	updated with results of UUN and password investigations
20/1/15	0.3	SW	5-req2.12 5-3 5-req10.3	Standards for payslips Emphasising online available to all just some cannot access Admin staff to change passwords *+ still to add updates from meeting 23/1*
27/1/15	0.4	SW	2 3.1 3.3 4 7 5	Updated Glossary Implementation date changed from April to May Wording updated Updates to current processes and Feeds/ ESS section from HR Updated test scenarios based on changes to v0.3 Section 1 footnote: removed backdating payslips 2.1.2 reworded to take away conflict 2.1.4 added in sentence re user record 7 Added introductory sentence on P60s 8 added 'prior to end of current tax year'
Now v1.0 approved 27/1/15				

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2 GLOSSARY

Term	Description
Assignment	Part of the employee record in HR Oracle. An assignment is similar to a job – it is possible for an employee to have more than one assignment if they are employed in two different posts.
EDDIR	A directory for lookup of staff email addresses
EIT	Extra Assignment Information Type is a user defined field on the Assignment record that lets us store information in addition to the standard fields.
IDM	Identity Management System provides identity data about staff, students, visitors and alumni. It can then distributes this identity data to other services (such as EASE and MyEd)
Pay29-Pay Advice	The process that produces the hard copy of payslips

3 OVERVIEW

3.1 Project Description

The University of Edinburgh are planning on implementing online payslips from May 2015. Although the majority of employees will move to online payslips, there will still be some employees who need to receive a paper payslip. These include employees on the Payments Payroll, leavers, long term sick employees, employees on maternity/adoption leave and any other employee deemed to have exceptional circumstances.

This BRD outlines the proposed changes needed in order to provide both paper and online payslips and P60s.

3.2 Objectives

Mandatory objectives
D1: Online payslips delivered for all staff on main monthly payroll.
D2 Online P60s delivered for all staff on main monthly payroll.
D3 A method for staff on the main monthly payroll to access, print and save online payslips.
D4 A method for staff on the main monthly payroll to access, print and save online P60s.
D5 A facility for staff on the main monthly payroll to request paper delivery of payslips or P60s.

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D7 A procedure allowing admin staff to change oracle self-service user passwords and to deliver the passwords to users.

D9 Completed load test and load test report.

D11 Amendments to paper payslips

D12 Amend successful-applicant e-recruitment interface to allow default receipt of online payslips to be set

D13 A process to allow HR/Payroll admin staff to deliver printed payslips or P60s.

D15 One-off process to ensure all staff on main monthly payroll have correct UUN associated with their staff record in the HR database.

D16 Regular update process to ensure all staff on main monthly payroll have correct UUN and their preferred email address associated with their staff record in the main HR database

Highly desirable objectives

D6 A facility for staff in the main monthly payroll to change passwords allowing access to online payslips or P60s.

D8 Report detailing how password reset process may be streamlined.

D14 Investigation of backdating process to deliver historic payslips.

D17 A method allowing staff with access to EASE to reset their oracle self-service passwords.

3.3 Business Dependencies and Constraints

- The printing of the P60 at tax year end is associated with the PAY29-Pay Advice component to be changed in PPP0002

3.4 Legislative Impact

N/A

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4   CURRENT & PROPOSED PROCESSES

4.1 Business Process Description

There are 3 payrolls which all currently receive paper payslips and P60s:
- Main monthly payroll: all staff – run monthly
- Payments payroll: all casual staff – run monthly
- Pensioner monthly payroll: all pensioners –run monthly

The new process will produce online payslips for everyone on the Main monthly payroll. It will allow those on the Main monthly payroll deemed 'electronic' to access their payslips and P60s online where they can view, save and print. Certain categories (including exceptional circumstances) will be deemed 'paper' and will receive paper payslips and P60s. Staff receiving paper copies of payslips on the Main monthly payroll will still be able to access the online version if they so want.

For Pensioner and Payments payrolls there will not be an online version – as in current processes only paper versions will be available. This is because they do not have access to Oracle. For Pensioner payroll this will no longer be run every month but instead will mainly run in December and April and when any new pensioner is added.

For all payrolls data is entered into Oracle on a monthly basis, payments for overtime are added and HR/Payroll runs payroll UK which calculates the monthly payment from gross to net. They then run prepayments, BACS and then the hard copies of the payslips are printed. The hard copy payslips print immediately.
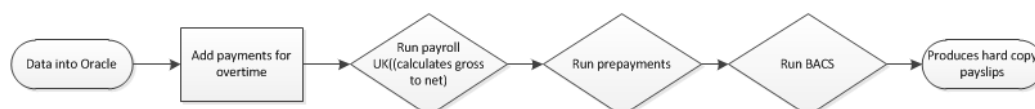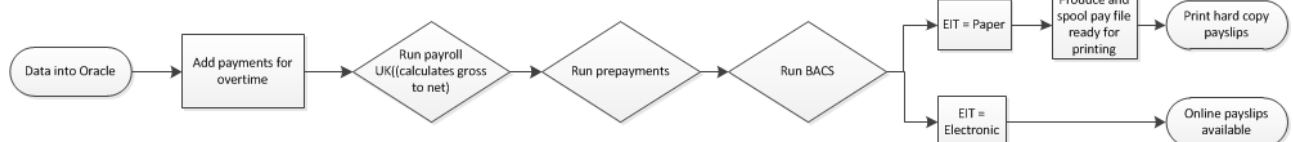
For the online payslips the payroll will run in the same way except when it comes to producing payslips those deemed electronic will be available to staff to view online and those deemed paper will receive a paper payslip. HR/Payroll wants the option of being able to run the payroll overnight and print off the payslips when it is convenient for them.

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Pam Baillie has system admin access to HR Oracle interface only but can do configuration work – she will need IS support while carrying out the configuration work.

Feeds and ESS

Oracle currently receives updates each evening from EDDIR which updates their UUN and email address.

Staff are then able to access the online self service application to update their personal details and it is proposed that staff will access their payslips and P60s from the same application. Currently HR run a report each month in Oracle which automatically creates (for all new staff in the previous month e.g. they can identify the relevant period) the access in Oracle and emails out the UUN and an initial password (although the access can only be created if they hold a UUN and email address in Oracle) to the user. Staff can also ask HR for a reset of their password or to have access created (which happens if the monthly report was unable to create their access when they originally joined the University as they didn't hold an email address for them in Oracle) using their 'ESS access request form' on the HR website or emailing HR.

However it was identified that staff without UUNs would not be able to access the proposed update to the self service application to access their payslips and P60s. It also appeared that there were some staff who had UUNs but were not aware of them or just don't use them (e.g. cleaners) and some staff who had no UUN at all. HR explained that while they can set up a numerical username (so not to confuse IDM) for staff in ESS it would be advantageous, not just for this project but for other processes, if all staff were to have a username (for example staff applying for internal posts – you need a username to do this).

An investigation was held to determine if changes can be made so all staff can obtain a UUN in order to access the self service application. This investigation led us to see that all staff are actually given a UUN in IDM but may not be informed they have it. Currently there is approximately 3000 staff that have a UUN but have not registered an email address in EDDIR. There is approximately 700 staff that do not know they have a UUN and there are also approximately 200 staff members who have the wrong UUN in Oracle (as they are coming from EDDIR).

IDM is the golden copy for UUNs but has less email addresses that EDDIR. EDDIR is the best copy available for email addresses.

A discussion was held between HR, Payroll, DevTech and Project Services where it was agreed that best way forward was to put the UUNs of all university staff in HR Oracle which means taking the UUNs from IDM. However as the best email addresses are in EDDIR we should remain with EDDIR for email addresses. It was advised by technical staff that we would not have to update EDDIR but just add a

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feed from IDM. There should therefore be an error log that would list if a UUN did not match an email address when the feeds downloaded into HR Oracle. All staff on the Main monthly payroll will therefore be made aware that they have a UUN and can register an email address and ultimately gain access to ESS.

Another advantage of this approach means that we would be able to programmatically create a set up and reset of passwords for HR Oracle through an EASE protected page. This would also have the advantage of reducing numbers coming back to HR Oracle for password resets.

In advance of setting this up some work will be required to clean up the UUNs in HR Oracle. This will involve manually correcting the 200+ wrong UUNs and updating the current UUNs in HR Oracle from IDM (using a one off bulk upload).

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5   BUSINESS REQUIREMENTS

5.1 Functional Requirements

Review the current process maps and targeted processes with the customer to identify the business requirements for the new development.

Specifying technical solutions should be avoided unless these are an agreed constraint on the solution. Technical specifications will be detailed during the Design Stage.

Record the agreed business requirements below:
- *Separate requirements into sections e.g. by functional area*
- *Uniquely identify each requirement*
- *Describe each requirement in sufficient detail to enable verification by the business user, definition of acceptance criteria and cross-referencing during the Design stage.*
- *Specify the category for each requirement, using the following abbreviations: M = mandatory; HD = highly desirable; D = desirable*

1. Distinguish between online and paper

Pam Baillie has system admin access to HR Oracle interface only but will do some of the configuration works needed - please note that any functional configuration carried out by Pam will require support from IS.

ID	Requirement	Resp	Priority
1.1	HR/Payroll need to be able to distinguish between staff who receive paper payslips and those who receive online payslips. They should be identified as either Paper or Electronic. *Note: In order to identify online and paper recipients Payroll will:* - *Add in a new field to Oracle* - *This field will be a new Assignment Extra Information Type (EIT) and should be called Payslip Output Option with options of either Electronic or Paper*	Pam Baillie	M
1.2	HR/Payroll need to be able to distinguish between staff who receive paper P60s and those who receive online P60s.	Pam Baillie	M
1.2.1	- An EIT already exists in Oracle for the P60s – it needs to be configured *Note: This is a different EIT from the new payslip EIT created in requirement 1.1*	Pam Baillie	M
1.2.2	- This EIT will also have the option of being either Electronic or Paper	Pam Baillie	M
1.3	An electronic payslip will exist for all assignments on the Main monthly payroll – staff that are opted as paper payslips can still access the online payslip	Pam Baillie	M

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There is no requirement to backfill payslips onto the system for the previous tax year as the system cannot do this – the pay runs have already been generated. Staff will therefore get a payslip one month and when the system is live will receive an online payslip the following month and this may not be at the start of the pay year.

2 System updates, payslip processing and distribution for all payrolls

ID	Requirement	Resp	Priority
2.1.1	It is essential to have UUNs for all staff (on the Main monthly payroll) included in HR Oracle. *Note: This requirement is Mandatory and will use the existing feed from EDDIR. However the consensus of the project team is that to get the correct UUNs into the system then the feed should come from IDM. So if there is no issues then requirement 2.1.2 will supersede requirement 2.1.1*	Susan McLaren	M
2.1.2	Ideally we would collect UUNs from IDM for all staff (on the Main monthly payroll) for inclusion in HR Oracle. *Note: this will involve setting up a new dynamic nightly feed to take the UUNs from IDM instead of EDDIR. EDDIR should continue to update HR Oracle with email addresses through its nightly feed (The EDDIR feed should continue to include the identifier of the individual and the email address).* *Note: the requirement is not Mandatory as if there are any issues with the feed HR/Payroll do not want to stop the project going ahead*	Susan McLaren	HD
2.1.3	A manual update of all wrong UUNs in HR Oracle should take place to correct the entries. *Note: Currently around 200 assignments – this should be a priority*	Susan McLaren	M
2.1.4	A one-off bulk update/correction of HR Oracle from IDM should take place to update all current UUNs for current users. This would involve uploading the UUNs so HR can see the UUN and thereby create a user record. *Note: the requirement is not Mandatory as if there are any issues with the feed HR/Payroll do not want to stop the project going ahead*	Susan McLaren	HD

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2.1.5	HR/Payroll will communicate to the users for whom this would mean a change. Communications should also update Administrative Officers throughout the university so they can advise staff.	Susan McLaren	External process
2.1.6	Regular updates to HR Oracle should take place to • update the UUNs from IDM (taking golden copy from IDM) • update the email address from EDDIR	Susan McLaren	M
2.1.7	An error log should provide details if any errors are thrown up from the matching UUN to email process once the feeds download.	Susan McLaren	M
2.2	The facility for online payslips already exists in Oracle but has to be configured in order to make it available for use	Pam Baillie	M
2.3	The Payroll Office must be able to process and produce the payslip file with the option to print at a scheduled time *Note: Currently the payslips cannot be processed and printed at a later date. This means that Pay29 - Pay Advice cannot be processed overnight - it would be advantageous to Payroll to run this overnight when it is quieter. The file, Request ID, can then be selected and printed when convenient for payroll.*	Pam Baillie	M
2.4	The Payroll Office would want to be able to cancel a scheduled print	Pam Baillie	HD
2.5	The Payroll Office would want to be able to change the time of a scheduled print	Pam Baillie	HD
2.6	There should not be any restriction on the amount of times the payslip file can be printed	Pam Baillie	M
2.7.1	For both online and paper assignments on the main payroll the system should output the number of assignments processed and unprocessed to a log file	Pam Baillie	M
2.7.2	For paper payslips on the Payments and Pensioners payrolls the system should, for each payroll, output the number of assignments processed and unprocessed to a log file	Pam Baillie	M
2.8	The system should output any errors to a log file. It should be clear to the Payroll Office what the errors mean. Should include: • Cannot create the file • Cannot create a payslip for an employee - include assignment number in the output • Cannot print	Pam Baillie	M
2.9	The Payroll Office must have the ability to override the Assignment EIT (Payslip Output Option) to produce paper payslips for all assignments for all payrolls regardless of	Pam Baillie	M

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	the value in the Payslip Output Option EIT. *Note: Payroll have suggested that this could be an additional parameter, Restrict by Output Option which will have a default of 'Yes'*		
2.10	**Distribution of paper payslips:** Paper payslips for the **Main monthly payroll** should be distributed by section/department. *Note: All payslips are currently distributed by UoE section/department. Currently the 'Mail To' field on Office Details is set to 'Office' (It is HR/Payrolls understanding that this is because the payslip code checks this field but this creates a problem when producing the P60s). Can the payslip code be updated to NOT reference this field and still distribute the payslips by section/department?*	Pam Baillie	M
2.11	**Distribution of paper payslips:** Paper payslips for the **Pensioner payroll** and the **Payments payroll** should be sent to the Home Address.	Pam Baillie	M
2.12	The current paper payslip meets HR and Payrolls expectations of currently accepted standards and so the online payslip must also meet these same expectations. The following changes therefore need to be made to the Pay29-Pay Advice to bring the paper payslip in line with the online payslip.	Pam Baillie	M
2.12.1	• Remove the field 'Income from Income Tax'	Pam Baillie	M
2.12.2	• Remove the field 'to your bank account (not before dd/mm/yyyy)' *Note: This is the Pay Advice date – currently populated and triggers a message about the next pay period date on the payslip*	Pam Baillie	M
2.12.3	• Change the field National Insurance Rate to NI Category	Pam Baillie	M
2.13	It should be possible for a member of staff to have a paper payslip and an online P60 - or vice versa	Pam Baillie	M
2.14	Monthly New Start Report – current wording of emails to be updated • Susan McLaren will supply the revised wording	Susan McLaren	M

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	Note: The current wording in the email which is sent out when report EPP0093 is run – SSHR user registration emails will need to be amended.		
2.15	Retention An investigation is required into how long HR/Payroll must keep online copies of payslips and P60s *Note: The payslips/P60s cannot be deleted from the system so they will always exist but they can be archived so the investigation needs to centre on far back staff will be able to see their payslips*	Pam Baillie	D

3. Online payslips for main payroll

The Main monthly payroll covers all staff and is run monthly.

An online payslip will be available for all payrolls; only those on the main payroll will however be allowed access to the online payslips.

Everyone already has an online account automatically set up if they have both a UUN and an email address in HR Oracle. Therefore no additional work is required by HR/Payroll to do this. Staff members will just have to obtain a password to access their account, if they have not already done so.

HR/Payroll will put out a general one-off communication explaining how and when staff will be able to access their online payslips - date still to be confirmed (most likely existing pay day).

Ref	Requirement	Resp	Priority
3.1	The default position for delivering payslips for the main payroll will be online *Note i.e. the Assignment EIT Payslip Output Option will be set to 'Electronic'*	Pam Baillie	M
3.2	All current staff in HR Oracle on the Main monthly payroll and the Pensioners payroll need to be updated to 'Electronic' • HR/Payroll will supply the list of staff who need to be updated *Note: HR/Payroll expect an API to be created which will update the new 'Payslip Output Option EIT' for all*	Susan McLaren	M

	existing staff (and all Assignments) to Electronic *Note: Pensioners should also be updated to Electronic as HR/Payroll will only run their payslips twice a year. They do not want their payslips printing every month. They will manage the print run as an override.*		
3.3	No paper payslips will be produced for assignments in the Main monthly payroll identified as Electronic *Note: Payslip Output Option EIT populated with 'Electronic'*	Pam Baillie	M
3.4	Staff on the Main monthly payroll identified as Electronic will be able to view their payslips online *Note: For all assignments in the Main monthly payroll with Payslip Output Option EIT populated with 'Electronic' staff will be able to access their payslip online*	Pam Baillie	M
3.5	Staff will be able to print the payslip from the online application.	Pam Baillie	M
3.6	Staff will be able to save the payslip	Pam Baillie	M
3.7	Staff should NOT be able to delete the payslip from the online application. *Note: this happens at present – pay details cannot be deleted from Oracle*	Pam Baillie	M

4. Paper payslips for Main monthly payroll

Although the default will be online there will be instances when paper copies are required. Certain categories of staff will always get a paper copy and staff can apply for exceptional circumstances in order to get a paper copy.

Ref	Requirement	Resp	Priority
4.1	Paper payslips will be produced for all assignments in the Main monthly payroll identified as 'Paper' *Note: Payslip Output Option EIT populated with 'Paper'*	Pam Baillie	M
4.2	Staff on the Main monthly payroll identified as Paper can still view their payslips online – even though they are receiving a paper payslip	Pam Baillie	M
4.3	Staff on the Main monthly payroll who fit into the following categories can receive a paper payslip • Staff leaving the university (see 4.4 below)	Pam Baillie	M

	• Maternity/adoption leave • Long term sick HR/Payroll must be able to update HR Oracle manually to record a paper payslip for these categories *There are different scenarios/combinations that will have to be tested – Pam will provide these for testing* *Note: Just to note that HR/Payroll are looking at the internal HR processes to manage how people will go onto paper payslips. This is done outwith the system therefore HR need to be able to manually update HR Oracle with their changes.*		
4.4	Leavers: The application should provide paper payslips for all leavers in the current period regardless of the value in the Payslip Output Option EIT. The current period is defined as: • *Any assignment processed in the pay period with an **Actual Termination Date** less than or equal to the period end date* • *AND a Net Pay greater than zero* • *AND/OR a Gross Pay greater than zero* *Note: The Actual Termination Date is input into the system manually and this is not expected to change. The application should print a payslip for those that match the calculation.*	Pam Baillie	HD
4.5	There should be a facility for staff on the Main monthly payroll to request paper delivery of payslips for exceptional circumstances • Exceptional circumstances - has to be agreed with HR/Payroll first *Note: HR/Payroll will take this forward – the process is outwith the application*	Susan McLaren /Pam Baillie	External process
4.6	When a staff member has an exceptional circumstance agreed with HR/Payroll then HR/Payroll must be able to manually update the system to Paper	Susan McLaren	M

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	Note: update the Assignment EIT Payslip Output Option to 'Paper'.			
4.7	HR/Payroll require to update their Return to Work process to take account of people moving back to online payslips after a period of paper payslips *Note: HR/Payroll will manually update HR Oracle from 'Paper' to 'Electronic'*	Susan McLaren	External process	

5. Payments payroll

Payment payroll covers all casual staff within the University and is run monthly. Staff on the Payments payroll will only get paper payslips – no online version will be produced.

Ref	Requirement	Resp	Priority
5.1	The default position for delivering payslips for the payments payroll will be on paper *Note i.e. the Assignment EIT Payslip Output Option will be set to 'Paper'*	Pam Baillie	M
5.2	Paper payslips will be produced for all assignments in the Payments payroll regardless of the value in the Assignment EIT Payslip Output Option *Note: the EIT should be set to paper but incase there has been an error with the EIT value the payments payroll should always print payslips for all assignments*	Pam Baillie	M
5.3	Staff on the Payments payroll cannot access the online payslip facility	Pam Baillie	M
5.4	Leavers: For staff leaving the Payments payroll they will receive a paper payslip by default The current period is defined as: • *Any assignment processed in the pay period with an **Actual Termination Date** less than or equal to the period end date* • *AND a Net Pay greater than zero* • *AND/OR a Gross Pay greater than zero* *Note: The Actual Termination Date is input into the system manually and this is not expected to change. The application should print a payslip for those that match the calculation.*	Pam Baillie	M

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6. Pensioners payroll

It is expected that in future Payments section will send out annual statements for pensioners which will negate the need for payslips. Until these statements have been developed it is anticipated that payslips will be required in December, April and the first pay period for new pensioners.

Pensioners will be set to Electronic in the system as HR/Payroll do not want to print off paper copies every month for Pensioners as they will only receive a payslip twice a year as detailed above. HR/Payroll will manage the Pensioners payroll through the override functionality.

Ref	Requirement	Resp	Priority
6.1	Payslips for the Pensioners payroll will be set to 'Electronic'	Pam Baillie	M
6.2	Paper payslips will be produced for all assignments in the Pensioners payroll for December and April payrolls *Note: Payslip Output Option EIT populated with 'Electronic' but overridden by HR/Payroll*	Pam Baillie	M
6.3	Paper payslips will be produced for all assignments in the Pensioners payroll identified as a new pensioner. *Note: Payslip Output Option EIT populated with 'Electronic' but overridden by HR/Payroll*	Pam Baillie	M
6.4	Pensioners on the Pensioner payroll cannot access the online payslip facility	Pam Baillie	M
6.5	Leavers: The application should provide paper payslips for all leavers in the current period regardless of the value in the Payslip Output Option EIT. For pensioners leaving the Pensioner payroll they can be updated manually in Oracle by Payroll and will receive a paper payslip. Payroll should have the option as to when to produce this final payslip. *Note: as it can be held up due to execution of wills etc. Will be managed by Payroll through EIT or override processes.*	Pam Baillie	M

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7. Online P60s for Main monthly payroll

Your P60 shows the tax you've paid on your salary in the tax year (6 April to 5 April). If you're working for your employer on 5 April they must give you a P60. They must provide this by 31 May, on paper or electronically.

Ref	Requirement	Resp	Priority
7.1	The default position for delivering P60s for the Main monthly payroll will be online *Note i.e. the Assignment EIT for P60s will be set to 'Electronic'*	Pam Baillie	M
7.2	No paper P60s will be produced for assignments in the Main monthly payroll identified as 'Electronic'	Pam Baillie	M
7.3	Staff on the Main monthly payroll will be able to view their P60s online	Pam Baillie	M
7.4	Staff on the Main monthly payroll will be able to print the P60 from the online application	Pam Baillie	M
7.5	Staff on the Main monthly payroll will be able to save the P60	Pam Baillie	M
7.6	Staff on the Main monthly payroll should NOT be able to delete the P60 from the online application *Note: this happens at present – pay details cannot be deleted from Oracle*	Pam Baillie	M

8. Paper P60s for Main monthly payroll , Payments payroll and Pensioners payroll

Staff on the Payments payroll and pensioners in the Pensioner payroll will always receive a paper P60. Staff on the Main monthly payroll will receive paper P60s for the same categories as in the payslips for Main monthly payroll and in exceptional circumstances.

Leavers prior to end of current tax year are not included in the P60s as they are not entitled to a P60 as they are no longer in employment.

Ref	Requirement	Resp	Priority
8.1	Staff on the **Main monthly payroll** who fit into the following categories will always receive a paper P60 • Maternity/adoption leave • Long term sick *There are different scenarios/combinations that will have to be tested – Pam will provide these for testing*	Pam Baillie	M

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8.2	There should be a facility for staff on the **Main monthly payroll** to request paper delivery of P60s for exceptional circumstances • Exceptional circumstances - has to be agreed with HR/Payroll first *Note: HR/Payroll will take this forward – the process is outwith the application*	Susan McLaren /Pam Baillie	External process
8.3	When a staff member has an exceptional circumstance agreed with HR/Payroll then HR/Payroll must be able to manually update the P60 EIT to 'Paper'.	Susan McLaren	M
8.4	Staff on the Main monthly payroll identified as Paper can still view their P60s online – even though they are receiving a paper P60	Pam Baillie	M
8.5	Only Paper P60s will be produced for all assignments in the **Payments payroll** *Note i.e. the Assignment EIT for P60s will be set to 'Paper' – this is the default*	Pam Baillie	M
8.6	Only Paper P60s will be produced for all assignments in the **Pensioners payroll** *Note i.e. the Assignment EIT for P60'S will be set to 'Paper' – this is the default*	Pam Baillie	M
8.7	**Distribution of paper P60s:** All staff and pensioners receiving paper P60s should have the P60s sent to their Home addresses.	Pam Baillie	M

9. E-recruitment changes

The successful applicant interface downloads data for successful applicants into Oracle creating a new Assignment and therefore requires changes so that it will transfer the correct information to discern between online and paper payslips and P60s

Ref	Requirement	Resp	Priority
9.1	When the successful applicant interface downloads the successful applicant data into HR Oracle it should automatically default the applicant's record as receiving an online payslip. *Note: Additional code would need to be added to*	Susan McLaren	M

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	populate the 'Payslip Output Option EIT' with Electronic for all staff (and Assignments)		
9.2	When the successful applicant interface downloads the successful applicant data into HR Oracle it should automatically default the applicant's record as receiving an online P60. *Note: Additional code would need to be added to populate the 'P60 EIT' with Electronic for all staff (and Assignments)*	Susan McLaren	M
9.3	For all staff the successful applicant interface should record a default of 'Home' for the 'Mail To' field. This field should update the 'Mail To' field in Oracle *Note: This is instead of the current default of 'Office'*	Susan McLaren	M

10. ESS

Currently users can access Oracle self service to change personal details and it is
envisaged that users will be able to access their payslips and P60s using the same
method.

Ref	Requirement	Resp	Priority
10.1	The facility to access to online payslips and P60s will be through the Employee Self Service application (ESS) *Note: When a member of staff accesses the ESS they should have the choice of accessing Personal Information, Payslip or P60*	Pam Baillie	M
10.2	Staff can set up and reset their passwords for ESS in HR Oracle without creating additional burden on HR/Payroll *Note: This will include using Cosign and setting up an EASE-protected page from which users can set and reset their HR Oracle passwords*	Susan McLaren	D
10.3	HR staff should still be able to change an HR Oracle password and also deliver a password to users	Susan McLaren	HD

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5.2 Non-Functional Requirements

Identify and record requirements for aspects of the solution other than those explicitly concerning its functionality. For IT applications examples of non functional requirements may include those relating to security, scalability, performance, backup and recovery, extensibility, portability etc.

Record the agreed non-functional requirements below:

- *Separate requirements into sections*
- *Uniquely identify each requirement*
- *Describe each requirement in sufficient detail to enable verification by the business user, definition of acceptance criteria and cross-referencing during the Design stage.*
- *Specify the category for each requirement, using the following abbreviations:*
   M = mandatory; HD = highly desirable; D = desirable

Security

Ref	Security	Requirement	Category D/HD/M
1.1	*Authorisation Levels*	Payroll: as per current practices – staff can log in through EASE then access another channel to log into HR Oracle Self Service: UUN and password required to log in	M

Scalability and Performance

Ref	Scalability	Requirement	Category D/HD/M
2.1	*Typical and Maximum number of concurrent users*	Self Service: current usage based on staff updating personal details. Increases in usage expected when payslips and p60s added to this service. If there were issues after golive then Oracle would require to be consulted.	M
2.2	*Expected annual user growth*	Will be in line with normal staff turnover HR/Payroll have started monitoring Main payroll levels and will now monitor payments and pensioners	M

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		payrolls levels	
2.3	*Expected initial and maximum data volumes*	Currently there are approximately 3000 users accessing self service at present. This is expected to grow to 13500 (staff on the Main payroll). Not all staff are expected to access the system at the same time	M
2.4	*Performance required of key functions under load*	Current performance should not be adversely affected by proposed changes.	M

Availability/Business Continuity

Ref	Availability/Business Continuity	Requirement	Category D/HD/M
3.1	*The solution should be designed to be highly available during normal working ours*	99.9% availability excluding planned maintenance during 8am – 6pm	HD
3.2	*In the event of a failure the system must be designed to be recoverable in less than 1 working day with minimal data loss*	As per current practices	HD

Back Up/Archive

Ref	Backup/Archive	Requirement	Category D/HD/M
4.1	*Daily Backup*	Daily	M
4.2	*Archiving*	Oracle currently has an archive process and as long as it does not slow down the process then there is no need to update the archive process. However as archiving happens during processing we should test that there is enough space to archive.	HD

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Data Interfacing and Migration

Please provide details of data interfacing and migration requirements including timescales. Be sure to specify any conditions applying to data to be interfaced or migrated and the extent to which data quality checking and/or data clean up actions are required.

Ref	Data Interfacing	Requirement	Category
5.1	Staff Emails	To be refreshed at least daily from EDDIR Assuming no changes made to the feed. This could be superseded by 5.2	M
5.2	Staff UUNs	To be refreshed at least daily from IDM for UUN's and EDDIR for email addresses	HD

Conformance with Browsers, Operating Systems and Mobile Devices

Please provide details of the environment(s) in which the system is required to operate. For UoE systems only Windows, Apple Mac and Linux operating systems are supported. The current list of supported web browsers is published at:
http://www.ed.ac.uk/schools-departments/information-services/services/computing/application-development/application-support/supported-web-browsers/browser-application

Supported web browsers for 2014-2015

Platform	Browser(s)
Windows 7	Firefox 24, Internet Explorer 10, Chrome
Mac OS X	Firefox 24, Chrome
Linux (Scientific Linux 6 and 7)	Firefox 24

The supported Firefox versions are based on the Extended Support Release (ESR) versions Firefox provides.
Windows XP is no longer supported, therefore no browser support on the Windows XP platform.
No specific Chrome version is supported due to the nature of Chrome releases.

It should be noted that HR Oracle eBusiness suite is not certified for use with IE10. To get the professional HR screens to work we will have to set compatibility mode – this has been done.

Compliancy of Medium Priority Services

http://www.ed.ac.uk/schools-departments/information-services/computing/application-development/application-support/supported-web-browsers/medium-priority-services

Service	Windows-7 IE10	Windows-7 Firefox 24	Windows-7 Chrome	Mac OS X Firefox 24	Mac OS X Chrome	Linux Firefox 24
HR/Payroll HRMS (inc. self service)	OK	OK	NO	OK	NO	OK

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6   DATA   REQUIREMENTS

Please include details of the data to be captured by the new software. This should be listed in the table below. If this is a substantial amount of information, please provide a high level summary in this section, and attach the details as an appendix.

Data Group	*Data required*	*Source*		*Quality Checking or Processing Required Prior to Integration*
Email Feed	*Identifier of the individual* *Email address*	*EDDIR*		
UUN Feed	*Identifier of the individual* *UUN*	*IDM*		
Assignment EIT (new)	*For payslips* *Payslip Output Option: options of either Electronic or Paper*	*HR Oracle*	New Field	
Assignment EIT	*For P60s* *Name tbc: options of either Electronic or Paper*	*HR Oracle*	Existing field	
Assignment Number (new)	*Optional, Value Set*	*HR Oracle*	New parameter for calling Pay 29	
Restrict by Output Option (new)	*Mandatory, Defaulted to 'Yes', Value Set is 'Yes' or 'No'*	*HR Oracle*	New parameter	
Payroll (already exists)	*Mandatory, Value Set*	*Pay 29*	Is a report not data	
Period (already exists)	*Mandatory, Value Set*	*Pay 29*	Is a report not data	

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7   USER ACCEPTANCE TESTING

7.1 Acceptance Test Strategy

Linked to User Acceptance Test Plan

7.2 Test Scenarios and Acceptance Criteria

Referring back to section 4, identify test scenarios and acceptance criteria for each functional and non functional requirement. Please note that this section will be used as sign off criteria for the User Acceptance Test Plan.

1 Distinguish between online and paper

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
1.1	HR/Payroll need to be able to distinguish between staff who receive paper payslips and those who receive online payslips. They should be identified as either Paper or Electronic.	A new Assignment Extra Information Type (EIT) called Payslip Output Option is added to the system and records options of Paper or Electronic	M
1.2	HR/Payroll need to be able to distinguish between staff who receive paper P60s and those who receive online P60s.	The P60 EIT is enabled and records options of Paper or Electronic	M
1.3	An electronic payslip will exist for all assignments on the Main monthly payroll – staff that are opted as paper payslips can still access the online payslip	Check that an online payslip exists for staff that are to receive a paper payslip	M

2. Payslip processing and distribution for all payrolls

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
2.1.1	It is essential to have UUNs for all staff (on the Main monthly payroll) included in HR Oracle. *Note: if there is no issues then requirement 2.1.2 will supersede requirement 2.1.1*	The system will continue to pull in UUNs and email addresses from the existing EDDIR feed This option will only prevail if there are issues and we cannot add the IDM feed	M
2.1.2	Ideally we would collect UUNs from IDM for all staff (on the Main	The preferred option: HR Oracle will pull in UUNs from IDM	HD

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	monthly payroll) for inclusion in HR Oracle.	and emails from EDDIR If this cannot be done then 2.1 will stand	
2.1.3	A manual update of all wrong UUNs in HR Oracle should take place to correct the entries. *Note: Currently around 200 assignments – this should be a priority*	All incorrect UUNs have been corrected	M
2.1.4	A one-off bulk update/correction of HR Oracle from IDM should take place to update all current UUNs for current users.	UUNs downloaded from IDM – all UUNs updated to match IDM	HD
2.1.5	HR/Payroll will communicate to the users for whom this would mean a change. Communications should also update Administrative Officers throughout the university so they can advise staff.	No test required	External process
2.1.6	Regular updates to HR Oracle should take place to • update the UUNs from IDM (taking golden copy from IDM) • update the email address from EDDIR	Feeds will update HR Oracle from IDM and EDDIR	M
2.1.7	An error log should provide details if any errors are thrown up from the matching UUN to email process once the feeds download.	Error log available – will show if UUNs from IDM do not match emails from EDDIR	M
2.2	The facility for online payments already exists in Oracle but has to be configured in order to make it available for use	Online payslips are available	M
2.3	The Payroll Office must be able to process and produce the payslip file with the option to print at a scheduled time	Payroll can set a time for the payslip file to print. The file spools after an overnight run and runs at the time scheduled buy Payroll	M
2.4	The Payroll Office would want to be able to cancel a scheduled print	Payroll can cancel the print at any time	HD
2.5	The Payroll Office would want to be able to change the time of a scheduled print	Payroll can amend the time of a scheduled print	HD
2.6	There should not be any restriction	Payroll can print the payslip file as many	M

	on the amount of times the payslip file can be printed	times as they want	
2.7.1	For both online and paper assignments on the main payroll the system should output the number of assignments processed and unprocessed to a log file	An audit log is created recording for each payroll run • the number of assignments processed for online payslips • the number of assignments unprocessed for online payslips • the number of assignments processed for paper payslips • the number of assignments unprocessed for paper payslips	M
2.7.2	For paper payslips on the Payments and Pensioners payrolls the system should, for each payroll, output the number of assignments processed and unprocessed to a log file	An audit log is created recording for each payroll run • the number of assignments processed for paper payslips • the number of assignments unprocessed for paper payslips	M
2.8	The system should output any errors to a log file. It should be clear to the Payroll Office what the errors mean. Should include: • Cannot create the file • Cannot create a payslip for an employee - include assignment number in the output • Cannot print	An error log is created recording for each payroll run, for both online and paper, and records • If it cannot create the file • If it cannot create a payslip for an employee – it will include the assignment number in the output • If it cannot print	M
2.9	The Payroll Office must have the ability to override the Assignment EIT (Payslip Output Option) to produce paper payslips for all assignments for all payrolls regardless of the value in the Payslip Output Option EIT.	Payroll can override an online payslip run and have it print payslips instead The online payslip should still be available	M
2.10	**Distribution of paper payslips:** Paper payslips for the **Main monthly payroll** should be distributed by section/department.	Staff on the Main monthly payroll who have opted for paper payslips will have their payslip delivered to their workplace	M
2.11	**Distribution of paper payslips:** Paper payslips for the **Pensioner payroll** and the **Payments payroll** should be sent to the Home Address.	Staff on the pensioners payroll will have their payslips delivered to their home address Staff on the payments payroll will have their payslips delivered to their home	M

		address	
2.12	The current paper payslip meets HR and Payrolls expectations of currently accepted standards and so the online payslip must also meet these same expectations. The following changes need to be made to the Pay29-Pay Advice to bring the paper payslip in line with the online payslip. 2.12.1 *Remove the field 'Income from Income Tax'* 2.12.2 *Remove the field 'to your bank account (not before dd/mm/yyyy)* 2.12.3 *Change the field National Insurance Rate to NI Category*	The online payslip will match the paper payslip In particular the following changes have been made • The field 'Income from Income Tax' can no longer be seen on either payslip • The field 'to your bank account (not before dd/mm/yyyy)' can no longer be seen on either payslip • The field National Insurance Rate has been amended to NI Category	M
2.13	It should be possible for a member of staff to have a paper payslip and an online P60 - or vice versa	A member of staff can have the following combination of payslips and P60s • Both payslip and P60 online • Both payslip and P60 on paper • An online payslip and a paper P60 • An online P60 and a paper payslip	M
2.14	Monthly New Start Report – current wording of emails to be updated • Susan McLaren will supply the revised wording *Note: The current wording in the email which is sent out when report EPP0093 is run – SSHR user registration emails will need to be amended.*	The monthly new start report emails are updated	M
2.15	Retention An investigation is required into how long HR/Payroll must keep online copies of payslips and P60s	*As copies cannot be deleted need to ensure that staff can see copies as far back as they want. The data will not be available to test here so HR/Payroll will have to do this as an ongoing check*	D

3 Online payslips for Main monthly payroll

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
3.1	The default position for delivering payslips for the Main monthly payroll will be online	All current staff on the Main monthly payroll will receive their payslip online unless otherwise agreed with HR/Payroll	M
3.2	All current staff in Oracle on the Main monthly payroll and the Pensioners payroll need to be updated to 'Electronic' • HR/Payroll will supply the list of staff who need to be updated	All current staff on the Main monthly payroll and the Pensioners payroll are updated to 'Electronic' Pensioners payroll can be printed using the override facility	M
3.3	No paper payslips will be produced for assignments in the main monthly payroll identified as Electronic	If identified as online staff will not receive a paper payslip	M
3.4	Staff on the Main monthly payroll identified as Electronic will be able to view their payslips online	If identified as online staff can view their payslip through the self service application	M
3.5	Staff will be able to print the payslip from the online application.	Staff can print their payslip from the self service application in an acceptable format	M
3.6	Staff will be able to save the payslip	Staff can save their payslip from the self service application to their own machine	M
3.7	Staff should NOT be able to delete the payslip from the online application.	Staff will not be able to delete their payslip from the self service application	M

4. Paper payslips for Main monthly payroll

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
4.1	Paper payslips will be produced for all assignments in the Main monthly payroll identified as 'Paper'	If identified as paper staff will receive a paper payslip	M
4.2	Staff on the Main monthly payroll identified as Paper can still view their payslips online – even though	If identified as paper staff can still view their payslip through the self service application if on the Main monthly	M

	they are receiving a paper payslip	payroll	
4.3	Staff on the Main monthly payroll who fit into the following categories will always receive a paper payslip • Staff leaving the university (see 4.4 below) • Maternity/adoption leave • Long term sick HR/Payroll must be able to update HR Oracle manually to record a paper payslip for these categories	The following staff on the Main monthly payroll will always receive a paper payslip • Staff leaving the university (see 4.4 below) • Maternity/adoption leave • Long term sick Test that HR can manually update HR Oracle to change the EIT to Paper *There are different scenarios/combinations that will have to be tested – Pam will provide these for testing*	M
4.4	Leavers: The application should provide paper payslips for all leavers in the current period regardless of the value in the Payslip Output Option EIT. The current period is defined as: • *Any assignment processed in the pay period with an* **Actual Termination Date** *less than or equal to the period end date* • *AND a Net Pay greater than zero* • *AND/OR a Gross Pay greater than zero* *Note: The Actual Termination Date is input into the system manually and this is not expected to change. The application should print a payslip for those that match the calculation.*	The system should identify a leaver (based on the calculation in the requirement) and will print a payslip for the leaver Payroll can continue to enter future Actual Termination Dates	HD
4.5	There should be a facility for staff on the Main monthly payroll to request paper delivery of payslips for exceptional circumstances • Exceptional circumstances - has to be agreed with HR/Payroll first	No test required	External process

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
	Note: HR/Payroll will take this forward – the process is outwith the application		
4.6	When a staff member has an exceptional circumstance agreed with HR/Payroll then HR/Payroll must be able to manually update the system to Paper	Payroll can manually update an assignment from 'electronic' to 'paper'	M
4.7	HR/Payroll require to update their Return to Work process to take account of people moving back to online payslips after a period of paper payslips	No test required	External process

5. Payments payroll

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
5.1	The default position for delivering payslips for the payments payroll will be on paper	If identified as paper staff on payments payroll will receive a paper payslip	M
5.2	Paper payslips will be produced for all assignments in the payments payroll regardless of the value in the Assignment EIT Payslip Output Option *Note: the EIT should be set to paper but incase there has been an error with the EIT value the payments payroll should always print payslips for all assignments*	Payments payroll will always print the payslips	M
5.3	Staff on the payments payroll (who receive paper copies of payslips) cannot access the online payslip facility	Staff on payments payroll cannot view their payslip through the self service application	M
5.4	Leavers: For staff leaving the payments payroll they will be updated manually in Oracle by HR/Payroll and will receive a paper	The system should identify a leaver (based on the calculation in the requirement) and will print a payslip for the leaver	M

| | payslip.

Leavers: For staff leaving the payments payroll in the current period they will continue to receive a paper payslip.

The current period is defined as:
• *Any assignment processed in the pay period with an **Actual Termination Date** less than or equal to the period end date*
• *AND a Net Pay greater than zero*
• *AND/OR a Gross Pay greater than zero*

Note: The Actual Termination Date is input into the system manually and this is not expected to change. The application should print a payslip for those that match the calculation. | Payroll can continue to enter future Actual Termination Dates | |

6. Pensioners payroll

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
6.1	Payslips for the Pensioners payroll will be set to 'Electronic'	All those currently in system on Pensioners payroll will be set to electronic	M
6.2	Paper payslips will be produced for all assignments in the Pensioners payroll for December and April payrolls *Note: Payslip Output Option EIT populated with 'Electronic' but overridden by HR/Payroll*	Paper payslip available for December, April	M
6.3	Paper payslips will be produced for all assignments in the Pensioners payroll identified as a new pensioner. *Note: Payslip Output Option EIT populated with 'Electronic' but overridden by HR/Payroll*	Paper payslip available for all new pensioners	M
6.4	Pensioners on the pensioner payroll	Staff on pensioners payroll cannot view	M

	cannot access the online payslip facility	their payslip through the self service application	
6.5	Leavers: The application should provide paper payslips for all leavers in the current period regardless of the value in the Payslip Output Option EIT. For pensioners leaving the pensioner payroll they can be updated manually in Oracle by HR/Payroll and will receive a paper payslip. HR/Payroll should have the option as to when to produce this final payslip.	Payroll will manually update the system to show a pensioner is a leaver A payslip for the leaver will be printed Payroll will be able to print these payslips at any time	M

7. Online P60s for Main monthly payroll

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
7.1	The default position for delivering P60s for the Main monthly payroll will be online *Note i.e. the Assignment EIT for P60s will be set to 'Electronic'*	All current staff on the Main monthly payroll will receive their P60 online unless otherwise agreed with HR/Payroll	M
7.2	No paper P60s will be produced for assignments in the Main monthly payroll identified as 'Electronic'	If identified as online staff will not receive a paper P60	M
7.3	Staff on the Main monthly payroll will be able to view their P60s online	If identified as online staff can view their P60 through the self service application	M
7.4	Staff on the Main monthly payroll will be able to print the P60 from the online application	Staff can print their P60 from the self service application in an acceptable format	M
7.5	Staff on the Main monthly payroll will be able to save the P60	Staff can save their P60 from the self service application to their own machine	M
7.6	Staff on the Main monthly payroll should NOT be able to delete the P60 from the online application	Staff will not be able to delete their P60 from the self service application	M

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8. Paper P60s for Main monthly payroll , payments payroll and pensioners payroll

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
8.1	Staff on the **Main monthly payroll** who fit into the following categories will always receive a paper P60 • Maternity/adoption leave • Long term sick	The following staff will always receive a paper P60 • Maternity/adoption leave • Long term sick *There are different scenarios/combinations that will have to be tested – Pam will provide these for testing*	M
8.2	There should be a facility for staff on the **Main monthly payroll** to request paper delivery of P60s for exceptional circumstances • Exceptional circumstances - has to be agreed with HR/Payroll first *Note: HR/Payroll will take this forward – the process is outwith the application*	No test required	External process
8.3	When a staff member has an exceptional circumstance agreed with HR/Payroll then HR/Payroll must be able to manually update the P60 EIT to 'Paper'.	HR/ Payroll can manually update an assignment from 'electronic' to 'paper'	M
8.4	Staff on the Main monthly payroll identified as Paper can still view their P60s online – even though they are receiving a paper P60	Staff can view online even if they receive a paper P60	M
8.5	Only Paper P60s will be produced for all assignments in the **Payments payroll** *Note i.e. the Assignment EIT for P60s will be set to 'Paper' – this is the default*	All payments payroll receive paper P60s	M
8.6	Only Paper P60s will be produced for all assignments in the **Pensioners payroll**	All pensioner payroll receive paper P60s	

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	Note i.e. the Assignment EIT for P60'S will be set to 'Paper' – this is the default		
8.7	**Distribution of paper P60s:** All staff and pensioners receiving paper P60s should have the P60s sent to their Home addresses.	All Staff on all payrolls who receive a paper P60 will have the P60s sent to their Home addresses.	M

9. E-recruitment changes

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
9.1	When the successful applicant interface downloads the successful applicant data into HR Oracle it should automatically default the applicant's record as receiving an online payslip. *Note: Additional code would need to be added to populate the 'Payslip Output Option EIT' with Electronic for all staff (and Assignments)*	HR Oracle Payslip Output Option EIT is automatically defaulted to electronic when the successful applicant interface downloads its data into HR Oracle	M
9.2	When the successful applicant interface downloads the successful applicant data into HR Oracle it should automatically default the applicant's record as receiving an online P60. *Note: Additional code would need to be added to populate the 'P60 EIT' with Electronic for all staff (and Assignments)*	HR Oracle P60 EIT is automatically defaulted to electronic when the successful applicant interface downloads its data into HR Oracle	M
9.3	For all staff the successful applicant interface should record a default of 'Home' for the 'Mail To' field. This field should update the 'Mail To' field in Oracle *Note: This is instead of the current*	Successful applicant interface records a default of Home in the Mail to field. HR staff can amend this field. This then updates in HR Oracle	M

	default of 'Office'		

10. ESS

Ref	Requirement	Test Scenario and Acceptance Criteria	Priority
10.1	The facility to access to online payslips and P60'S will be through the Employee Self Service application (ESS) *Note: When a member of staff accesses the ESS they should have the choice of accessing Personal Information, Payslip or P60*	Staff on Main monthly payroll will access the online payslips and P60s through ESS	M
10.2	Staff can set up and reset their passwords for ESS in HR Oracle without creating additional burden on HR	A page is available behind EASE where staff can set their passwords and reset them	D
10.3	HR staff should still be able to change an HR Oracle password and also deliver a password to users	A page is available behind EASE where HR Payroll staff can set staff passwords and reset them and deliver the passwords to the staff	HD

8 TRAINING

No formal training required