Case Study 25: What has changed for add employee and add new cost code combination

By Diana Boxall

Users of the BFT have been experiencing severe delays when using the system at peak points in the forecasting timetable. Our consultants have identified that the delays were being caused, either directly or indirectly, by the running of two processes, "add new employee" and "new cost coding combination". Changing the way that users enter new people/cost code combination from one at a time with immediate publishing to a new process allowing several to be entered but in an hourly batch will work to prevent these unacceptable response times.

What has changed?
- Use the ADD New Employee tab and the ADD new Cost Code Combination tab
- **New employees** will be added as a batch **on the hour** via universal process, not as initiated by individual user
- **New cost code combinations** will added as a batch **on the half hour** via universal process, not as initiated by the individual user
- Project code and task are no longer allowed as values for new employees

What has stayed the same?
- New employees and new provisions appear on the main screen and elsewhere within the New employees group
- The user has to input at cost centre level
- Most of the fields can be completed from drop down lists, (or equally typed in or pasted in as long as it is a valid field value)

Features of the new processes
- Add 20 new employees per hour per cost centre, and the same for new cost code combinations, rather than one at a time
- Easy to use copy and paste within the tab sheet
- Input area stays yellow throughout, but no input possible unless ownership has been taken
- Validation errors for incomplete entries
- Only complete valid entries are taken into the employee list, and then disappear from the input tab
- If a line in the input schedule is half filled out when the universal process runs, or the employee name is a duplicate, then the entry stays on the input tab with an error marker and validation error description
- There is a field on the input tab which shows the time at which the most recent batch update was run

Example of new employee batch

Use ADD New Employee Batch tab

Input is at cost centre level

Previous batch ran at 8.00am

Please select leaf level Cost Centre

Cost Centre: AE0000 School of Anthropology

Previous Batch Run:
07:59:59 30 MAY 2017

Employee Place Holder	Year*	Start Period*	Version*	Name*	Person or Provision*	Job Title*	Element*	Grade and Stage*	Amount £	FTE*	Natural Account*	SOF*	Staff Classification*	Pension Scheme*	College Affiliation*
01	2016-17	Jun	Q3 Forecast	Case study 25 test 2 Academic	Person	case study 25 t	SALARY	A20.4	5557.75	1.00	50100 Academic Sta	00000	AC - Academic (teach	USS	Oriel
02	2016-17	Jun	Q3 Forecast	Case study 25 test 2 Administrat	Person	case study 25 t	SALARY	05S.8	2514.58	0.50	50200 Support Staff	00000	DC - Office/ Clerical S	USS	None
03	2016-17	Jun	Q3 Forecast	Case study 25 test 2 IT support	Person	case study 25 t	SALARY	06S.8	2828.58	1.00	50210 Support Staff	00000	IT - Computing –: 502	USS	None
04	2016-17	Jun	Q3 Forecast	Case study 25 test 2 professor	Person	case study 25 t	SALARY	36S.4	4147.67	0.20	50100 Academic Sta	00000	AC - Academic (teach	USS	None
05	2016-17	Jun	Q3 Forecast	Case study 25 test 2 pt Academic	Person	case study 25 t	SALARY	A20.9999	6500.00	1.00	50100 Academic Sta	00000	AC - Academic (teach	USS	Nuffield
06	2016-17	Jun	Q3 Forecast	Case study 25 test 2 library	Person	case study 25 t	SALARY	03S.3	1623.75	1.00	50230 Support Staff	00000	LP - Library - Professi	USS	None
07	2016-17	Jun	Q3 Forecast	Case study 25 test 2 same name	Person	case study 25 t	SALARY	08S.4	3579.58	0.50	50200 Support Staff	00000	FP - Finance - Profess	USS	None
08	2016-17	May	Q3 Forecast	Case study 25 test 2 provision	Provision		Provision Recurrent		25000.00		50100 Academic Sta	00000			None
09															
10															
11															

Any of these fields can be cut and pasted

Provision is value in £s, no FTE and no staff classfication

Selecting Person opens up Grade, FTE and Staff Classification fields

2

Once batch has run, invalid entries are left visible with error message. Is the user was half way through the entry would also remain

Please select leaf level Cost Centre

Cost Centre: AE0000 School of Anthropology

Previous Batch Run:
13:59:59 31 MAY 2017

Employee Place Holder	Year*	Start Period*	Version*	Name*	Person or Provision*	Job Title*	Element*	Grade and Stage*	Amount £	FTE*	Natural Account*	SOF*	Staff Classification*	Pension Scheme*	College Affiliation*	Error Messages:
01																
02																
03																
04																
05																
06																
07	2016-17	Jun	Q3 Forecast	Case study 25 test 2 same name	Person	case study 25 t	SALARY	08S.4	3579.58	0.50	50200 Support Staf	00000	FP - Finance - Profess	USS	None	Employee already exists -
08																
09																
10																
11																
12																
13																
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17																
18																
19																
20																

(Row 07 marked with **ERROR** on the left.)

Steps to add New Employee:

1. Enter new employee details within the yellow cells. Press Enter on Keyboard after data entry

Compulsory fields are marked with a *. Only Yellow cells can be selected/input.

2. All committed records (green tick) with no errors will be automatically loaded in the next scheduled batch load.

Successfully loaded employees will be automatically removed from this screen.

3. You will have to open and then close the "New Employee" to refresh the list to view the new employee

[+] **New Employees**

The same principles apply to the cost code combinations, with fewer fields because the grade, pension scheme etc are already existing on the employee's data

Cost Centre	AE0000 School of Anthropology

Please select leaf level Cost Centre

Previous Batch Run:

08:29:59 30 MAY 2017

Cost Code Place Holder	Employee	Natural Account	SOF
01	2202867	50200 Support Staff - Administratio	00000
02	1211621	50100 Academic Staff	00000
03			
04			
05			
06			
07			
08			
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20			

Process to update runs on the half hour