

Appendix 4 – Changes In Review

1. **Change Control 1:** COLP Officers and Support staff to be given *additional* access to Employee Central (EC) to maintain their own bank and address data

- a) Status: “Impact Assessment” - following review by Solution Standardisation Board which approved the change to have a full impact assessment
- b) Background: CoLP are out of scope for the EC rollout as they operate a separate HR solution (origin). To support the delivery of Payroll (go-live to be confirmed) and the expenses solution (Concur) a master people record is required. Currently CoLP officers and staff have access to CityPeople to update bank and address information
- c) Change Requested: Creation of a specific role profile to limit access to these functions (but prevent wider updates / access to features not being used by CoLP.
- d) This change is standard configuration – role profiles are used across the solution. The cost / complexity is both expected to be low
- e) **No decision is required at this stage** – the change will be impact assessed and brought for approval with an expected implementation of April 2026 if approved for development

2. **Change Control 02:** Add an integrated rostering and timesheet solution to ERP

- a) Status: “Impact Assessment” - following review by Solution Standardisation Board which approved the change to have a full impact assessment
- b) Background: The Barbican use a rostering solution which is end of life / support. Rostering solutions are also in use in CBF and CoLP and there may be an opportunity to consolidate to a single solution with built in integration to SAP SuccessFactors (note that the CoLP solution has specific functionality and is unlikely to be included). This functionality was excluded from the initial procurement as it is not core functionality for an ERP solution.
- c) Change Requested: Given the current solution is expiring there is a need to procure an alternative and the approach recommended is to ensure any identified solution is integrated with SAP and consistent across the Corporation
- d) This change is based on the procurement of a 3rd party product with proven integration to SuccessFactors. The cost / complexity is unknown at this time.
- e) **No decision is required at this stage** – the next phase is to identify the requirements and then make a recommendation on approach to procurement based on market assessment.

3. **Change Control 03:** Self-Service Portal for Pensions Access

- a) Status: "Impact Assessment" - following review by Solution Standardisation Board which approved the change to have a full impact assessment
- b) Background: The pensions team want to implement a self-service portal to allow access to pension statements and wider information on pensions. This functionality is not offered currently via CityPeople.
- c) Change Requested: 3 Options are available
 - i) Option 1: Provide self-service access via SuccessFactors
 - ii) Option 2: Provide a separate portal with integration to SuccessFactors for remittance information
 - iii) Option 3: Provide self-service access for Pensioners via self-service

Option 3 has been removed as the license cost to provide this functionality for low volume of changes which would result in a disbenefit

Option 2 is expected to provide the most cost-effective solution but is subject to an assessment on the integration complexity / cost
- d) Option 2 will be undertaken using standard SAP integration options. Option 1 is standard functionality.
- e) **No decision is required at this stage** – information is outstanding on the integration requirements

4. **Change Control 04:** Batch Payslip Printing

- a) Status: "Impact Assessment" - following review by Solution Standardisation Board which approved the change to have a full impact assessment
- b) Background: The current SuccessFactors solution assumes online access and does not by default email a payslip to employees. For some employees (particularly casual workforce) who receive email payslips now this would be a negative step
- c) Change Requested: Add a flag to email a payslip to an employee if preferred
- d) This is a standard configuration implemented by other customers but requires integration to Corporation email service
- e) **No decision is required at this stage** – this is awaiting the impact assessment and will be included in the payroll delivery

5. **Change Control 05:** Leaver Portal Access

- a) Status: "Impact Assessment" - following review by Solution Standardisation Board which approved the change to have a full impact assessment
- b) Background: SAP have introduced new functionality called "the alumni portal" which provide access for 12 months post leave date for employees.
- c) Change Requested: There is no license cost for this new module the changes are in process and access:
 - i) A process will be put in place for the employee to register a non-CoL email to retain access. This process is already in place as non-CoL employees can be given access to the Learning Management solution.
 - ii) A change will be to provide a security profile to limit access (i.e. prevents access to leave requests etc).

- d) This is a standard configuration from SAP – the product was released post contract award so was not in the initial scope.
- e) **No decision is required at this stage** – this is awaiting the impact assessment and is expected to be delivered in line with Payroll. Benefits will be established based on the existing effort to provide copies of documentation to former employees

6. **Change Control 06:** Forced Casual End Date

- a) Status: “Impact Assessment” - following review by Solution Standardisation Board which approved the change to have a full impact assessment
- b) Background: Casual staff are to be provided with access to Employee Central as part of the new solution (they do not currently access CityPeople). If a casual record is not closed on a timely basis additional license cost could be incurred.
- c) Change Requested: When a casual record is created a default end date of 12 months will be set. A manager can update this record to an actual end date (if known) at creation or when the decision is made. The benefit is allowing casuals workers self-service access which should reduce queries to the service teams but places a control to prevent exponential growth of licenses.
- d) This is a standard field in SAP already in use in the solution – the change to default the date is minimal from SAP
- e) **No decision is required at this stage** – this is awaiting the impact assessment and is expected to be delivered in line with Payroll.

7. **Change Control 09:** Health & Safety Training Integration

- a) Status: “Impact Assessment” - following review by Solution Standardisation Board which approved the change to have a full impact assessment
- b) Background: The Health & Safety team have invested in a solution called Praxis42. This will automate the Display Screen Equipment (DSE) assessment for staff on a regular (annual basis). As SAP is the central portal for all learning courses integration with SAP is required.
- c) Change Requested: External integration to the Praxis42 portal to:
 - i) Identify eligible staff
- d) Integrations to 3rd party learning platforms is allowed within SAP for course materials. The specific integration will be assessed but the vendor has integrated to SuccessFactors previously.
- e) **No decision is required at this stage** – this is awaiting the impact assessment