Temporary Employment Service
Release Note – Release 1

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1. Release Overview

1.1 TES application - Release 1

The purpose of this document is to outline the functionality delivered in Release R1 of the TES Temporary Employment service) application.

Highlights of R1 include:

➢ Recording and updating details of a client, contacts and roles;

➢ Recording and updating details of a temporary job/ assignment;

➢ Recording details of a temporary worker and passing them to CHRIS (including capture of HESA data for reporting from the TES application);

➢ The ability to select or match a temporary worker to an assignment based upon keywords for skills, as well as availability;

➢ The ability to select and generate correspondence from an agreed list of static templates (temp/assignment/client details being automatically merged in);

➢ The ability to enter timesheet information including sickness and notification of leaving for calculation and transfer to CHRIS;

➢ Generation of periodic batches of mail merged invoices for use by finance and distribution to the departments;

➢ The ability to record a holiday request and calculate holiday pay;

➢ The ability to either select a CHRIS salary scale or enter a spot salary amount for temporary jobs so that the hourly rate can be calculated;

➢ The ability to apply a pay award to all hourly rates in force across the system;

➢ The ability to enter lump sum and hours adjustments to appear in the payment file for CHRIS;

➢ The ability to mark a temporary job/assignment or temporary worker as inactive;

➢ Calculation of payment data, holiday pay, leavers (including final payments) and sickness and transfer to CHRIS;

➢ Provision of a simple customised report generator with example reports according to the agreed minimum list (including HESA); and

➢ Migration of historical data.

1.2 The HR Systems Project - Background

The TES (Temporary Employment Services) application is the latest of a suite of systems being developed as part of the HR Systems Project. A number of new HR Systems have been developed. These:

➢ Simplify day-to-day HR tasks;

➢ Make HR related administration quicker;

➢ Reduce the administrative burden of compliance; and

> ➢ Share a common user interface and are simple and easy to use.

The new developments also enable the University to take better advantage of new and emerging technologies. The following elements of the suite have been delivered to date:

> ➢ Recruitment Administration System (RAS);
>
> ➢ Web Recruitment – apply on line application;
>
> ➢ Web Recruitment – application for referees;
>
> ➢ Web Recruitment – applicant tracking and offer recording for departments and institutions;
>
> ➢ Web Recruitment – search and view facilities for Selectors;
>
> ➢ Visas & Immigration – Certificates of Sponsorship for Tier 2 applicants; and
>
> ➢ Staff Review and Development (SRD) – Administrative support for the review process.

The systems have been developed using a new approach which offers a high degree of engagement with substantial interaction between users and the project team during both the analysis and development phases.

The developments deliver thoroughly tested, working software in fixed releases on set dates.

However, exactly what is delivered is variable in response to changing requirements, or priorities, identified by our HR senior users and during demos throughout the development process.

The TES project has delivered Stage One of the TES Web application, the latest system to be delivered as part of this programme.

To find out more about the project, including details of forthcoming training sessions, please email: HR.Systems@admin.cam.ac.uk

1.3 TES application - Background

The current system used by Temporary Employment Service (TES) is an Access database supported by a sole external consultant.

There are concerns as to the ability of the system to continue to function as operating systems change, and the level of support available should any issues arise.

In addition to this, many processes within the service require significant manual administration. Reducing the administration would free staff to interview more potential candidates which in turn could increase the number of assignments which could be filled, leading to improved service delivery to departments and an increase in revenue.

The key benefits for the project are:

- Remove support reliance from external source and provide internal system support and on-going development;
- Reduce the central overhead in inputting temp timesheets by providing an online timesheet entry/authorisation system where temps/departments can input hours worked information directly;

- Provide a facility for automatic payslip distribution, removing the central overhead in paper payslip distribution; and

- Improve the method of invoicing/costing to departments.

The first administrative benefit which has already been achieved is a change to the process of payslip distribution.

The first release concentrates on the delivery of a new back office system, allowing the retirement of the Access database, and removal of reliance on a non-supported application. Suggested stages are therefore:

- Stage 1 – Record client, temp and assignment details; input timesheets; calculate holiday pay; leavers; payment extract interface to CHRIS; invoice integration; reporting requirements appropriate to the stage; HESA data collection and standard letters with data substitution.

- Stage 2 –Temp portal with online timesheet completion and absence input; security and authorisation; delegation of authorisation; password renewal; holiday balances and holiday payment requests; and potentially on line registration for Temps and a client portal for assignment creation.

1.4 Summary of user stories

This list shows the stories delivered in this release:

Key	Summary	Priority	Type	Status
TES-858	Name change away from UCT	Must have	Story	Resolved
TES-854	Add Supplier code to the Client UI	Must have	Story	Closed
TES-708	Data migration - details of the hourly rate must be calculated from Access for all worker in assignment	Must have	Story	Closed
TES-706	Bank details to be re added	Must have	Story	Closed
TES-704	Only the payroll team should be able to access the payroll transfer function tab	Must have	Story	Closed
TES-697	Master post changes - Need to update the SQL scripts relating to post number once we know the post numbers	Must have	Story	Resolved
TES-668	Creating a Timesheet should start from assignment start date	Must have	Story	Closed
TES-645	As a TES admin I want to be able to make a leaver active again	Must have	Story	Closed
TES-628	Holiday accrued needs to be per assignment rather than per worker	Must have	Story	Closed
TES-588	Timesheet checking facility	Must have	Story	Closed
TES-572	Add comments	Must have	Story	Closed
TES-442	Assignments - need ability to assign even though all required checks are not complete	Must have	Story	Closed
TES-439	Re instate leaver on TES	Must have	Story	Closed
TES-368	Which payroll?	Must have	Story	Closed
TES-355	Data import: Worker location	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-354	Assignments - all assignments need both expected and actual end dates	Must have	Story	Closed
TES-309	Update letters based on revised templates	Must have	Story	Closed
TES-301	TES re-branding	Must have	Story	Closed
TES-298	Prevent assignment until key fields have been entered for the job	Must have	Story	Closed
TES-290	Import holiday balance from access db.	Must have	Story	Closed
TES-289	Only transfer bank details when first creating a worker	Must have	Story	Closed
TES-287	Prevent transfer of CHRIS person details if person is in more than one position	Must have	Story	Closed
TES-281	Timesheet - front page, show whether this is a final timesheet	Must have	Story	Closed
TES-280	Timesheet - front page, show hours to be paid and annual leave and sick	Must have	Story	Closed
TES-276	Import Worker Type	Must have	Story	Closed
TES-275	Worker - Add worker leaving history section	Must have	Story	Closed
TES-274	Screen showing list of worker assignments	Must have	Story	Closed
TES-273	Display spot salaries about to be uplifted	Must have	Story	Closed
TES-272	Define and configure security roles for the system	Must have	Story	Closed
TES-270	Excel export of workers	Must have	Story	Closed
TES-267	Mask the bank details from the user once they have been entered	Must have	Story	Closed
TES-266	Data Import: Right to work details from CHRIS	Must have	Story	Closed
TES-265	Data Import: Worker Checks from CHRIS	Must have	Story	Closed
TES-264	Data Import: Bank details from CHRIS	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-262	Make UK appear at the top of the list	Must have	Story	Closed
TES-254	Add raven authentication	Must have	Story	Closed
TES-252	Validate that all the necessary fields to create a person in CHRIS are there before attempting a transfer	Must have	Story	Closed
TES-247	Invoice report	Must have	Story	Closed
TES-236	When a worker is updated, send the updated details to CHRIS	Must have	Story	Closed
TES-228	SPIKE - work out how the system should decide when you are keying hours and when you are keying minutes in a timesheet	Must have	Story	Closed
TES-227	Implement sub-departments on client screen	Must have	Story	Closed
TES-214	Record if the Client is required to pay VAT and pass this cost through to the invoicing process	Must have	Story	Closed
TES-212	The ability to state that I am transferring to a University position	Must have	Story	Closed
TES-210	The ability to mark the claim as the last one for the assignment	Must have	Story	Closed
TES-207	Validate timesheet against assignment	Must have	Story	Closed
TES-205	Match people between TES and CHRIS	Must have	Story	Closed
TES-204	Record a temps person type	Must have	Story	Closed
TES-189	Data Import: Import Client into the new TES database.	Must have	Story	Closed
TES-183	Generate a payroller client agreement	Must have	Story	Closed
TES-182	Generate a termination letter	Must have	Story	Closed
TES-181	Generate an Intern client agreement	Must have	Story	Closed
TES-180	Generate a payroller assignment agreement (external clients)	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-179	Generate an Intern assignment agreement	Must have	Story	Closed
TES-177	Generate a payroller assignment agreement (internal clients)	Must have	Story	Closed
TES-167	Report total number of temps	Must have	Story	Closed
TES-163	Add phone numbers to list on emergency contacts page	Must have	Story	Closed
TES-162	Client details page	Must have	Story	Closed
TES-161	Job details page	Must have	Story	Closed
TES-158	Sync permit type from CHRIS to TES	Must have	Story	Closed
TES-153	Integration work for equality and diversity details	Must have	Story	Closed
TES-145	be able to insert data fields (like a word merge) from client, temp and assignment data to my letter templates	Must have	Story	Closed
TES-143	all shared drop down lists with CHRIS to be sourced from CHRIS	Must have	Story	Closed
TES-142	have a process I can run that will pass all unprocessed and authorised payments to CHRIS	Must have	Story	Closed
TES-141	keep the TES system up and running when CHRIS is unavailable (de-coupling)	Must have	Story	Closed
TES-140	have temp person details (starters/updates/leavers) automatically passed to CHRIS	Must have	Story	Closed
TES-138	flag that this is the final claim for an assignment	Must have	Story	Closed
TES-137	be able to elect to be paid some or all of my holiday pay, providing the total claim for the week does not exceed the normal hours entered against the assignment	Must have	Story	Closed
TES-136	be shown my available holiday balance when entering data to my timesheet	Must have	Story	Closed
TES-135	have the system calc holiday pay @ 0.12 hours or part thereof, of each hour or part hour of work or sickness entered	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-132	be able to mark days/times I was absent due to sickness on the timesheet	Must have	Story	Closed
TES-131	have the timesheet total the working hours for each day and a total for the overall timesheet	Must have	Story	Closed
TES-125	enter morning/afternoon/evening start/finish times for each daily session I work	Must have	Story	Closed
TES-124	save my timesheet and be able to make amendments until I submit it for authorisation	Must have	Story	Closed
TES-123	enter up to 7 days' worth of hours worked in hrs:min format	Must have	Story	Closed
TES-122	select an active assignment I am attached to	Must have	Story	Closed
TES-121	Record feedback from the client	Must have	Story	Closed
TES-119	specify an activity code to a job	Must have	Story	Closed
TES-118	specify a Job Type to a job	Must have	Story	Closed
TES-117	attach a known worker to an existing job (create an assignment)	Must have	Story	Closed
TES-116	select the invoice recipient for a job	Must have	Story	Closed
TES-115	select the authorisers of pay for a job	Must have	Story	Closed
TES-114	record the line manager for a job/assignment	Must have	Story	Closed
TES-113	attach a key client contact to the job	Must have	Story	Closed
TES-112	set a Client to a job	Must have	Story	Closed
TES-110	record any screening requirements	Must have	Story	Closed
TES-109	Record the required skills (and duties) for a job	Must have	Story	Closed
TES-107	record the hourly charge rate for a job	Must have	Story	Closed
TES-106	Record the hourly rate payable for an assignment	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-105	Record maximum hours per week & working pattern of a job	Must have	Story	Closed
TES-104	Record expected end date of a job	Must have	Story	Closed
TES-103	Record start date of a job	Must have	Story	Closed
TES-102	Record the location of the job	Must have	Story	Closed
TES-101	Record Job Title against a job	Must have	Story	Closed
TES-100	Create a new job and have assign it a unique reference number	Must have	Story	Closed
TES-98	Record an end date and reason when a temp leaves	Must have	Story	Closed
TES-96	Record what days a temp is available in the coming X months	Must have	Story	Closed
TES-95	Record what days a temp is available for work in an average week	Must have	Story	Closed
TES-91	Record a temps skills (and history of duties)	Must have	Story	Closed
TES-90	Record a temp's screening checks	Must have	Story	Closed
TES-86	Record Tier 4 information	Must have	Story	Closed
TES-85	Record a temp's disabilities	Must have	Story	Closed
TES-84	Record a temp's residency permit	Must have	Story	Closed
TES-83	Record a temps RTW status	Must have	Story	Closed
TES-82	Record a temp's passport details	Must have	Story	Closed
TES-81	Record a temp's equality & diversity information	Must have	Story	Closed
TES-80	Record a temp's emergency contact details (multiple)	Must have	Story	Closed
TES-77	Record a temp's contact details	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-76	Record a temp's personal details	Must have	Story	Closed
TES-75	Record if the Client is Internal or External	Must have	Story	Closed
TES-74	Record Individual Client Roles	Must have	Story	Closed
TES-73	Record Individual Client Contact Details	Must have	Story	Closed
TES-72	Record Individual Client Contact Names	Must have	Story	Closed
TES-71	Record generic client contact info	Must have	Story	Closed
TES-70	Record the School/NSI/College/External Body against a client	Must have	Story	Closed
TES-69	Record the Client Name (department)	Must have	Story	Closed
TES-57	Create assignment agreements and letters	Must have	Story	Closed
TES-685	Where the disability field is blank in Access, map this to Information refused in TES	Should have	Story	Closed
TES-524	Reports - Extract of people whose assignments are ending in the next X months	Should have	Story	Resolved
TES-498	Create job - Autofill option needed for client information for a new job	Should have	Story	Closed
TES-477	Create job - add a confirm tab at end	Should have	Story	Closed
TES-476	Create job - add tick box to confirm whether complete	Should have	Story	Closed
TES-475	Make the attached Personal Detail fields mandatory - updated 18/11/15 with clarifications	Should have	Story	Closed
TES-474	Create job - add save and next	Should have	Story	Closed
TES-458	Find Client - add drop down list?	Should have	Story	Closed
TES-444	Generate correspondence - letter can be generated before RTW taken!	Should have	Story	Closed
TES-427	Create worker - date format needs to convert in personal details	Should have	Story	Closed

Key	Summary	Priority	Type	Status
TES-390	Email address validation	Should have	Story	Closed
TES-295	Link recently accessed lists to the logged in user	Should have	Story	Closed
TES-268	Timesheet - Create a page showing timesheet transfer history	Should have	Story	Closed
TES-248	Work in progress list	Should have	Story	Closed
TES-239	As a TES administrator I want to be able to record details of where I am willing to work for matching purposes	Should have	Story	Closed
TES-226	As a TES Admin I would like the temps unavailability to be automatically updated when then join or leave an assignment	Should have	Story	Closed
TES-176	As a TES administrator I need to be able to increase spot salaries across the system when a Pay Award is made	Should have	Story	Closed
TES-152	Maintain global table of duties	Should have	Story	Closed
TES-151	Record table of standard skills	Should have	Story	Closed
TES-150	have my letters default to pdf format with an option to override this to word	Should have	Story	Closed
TES-149	be given the option to save the letter against the temp record	Should have	Story	Closed
TES-148	be able to store jpeg/bmp files to use in my letters	Should have	Story	Closed
TES-147	store electronic signature(s) and include these in my letters	Should have	Story	Closed
TES-146	be able to include free text sections in my letter templates	Should have	Story	Closed
TES-144	be able to create and store templates for my letters	Should have	Story	Closed
TES-134	have the functionality to override any value on any unpaid timesheet	Should have	Story	Closed
TES-120	Have a feedback questionnaire (or a link to a survey monkey) sent to the client	Should have	Story	Closed

Key	Summary	Priority	Type	Status
TES-108	Record the duties required for a job	Should have	Story	Closed
TES-88	Validate bank details	Should have	Story	Closed
TES-87	Remove the record of a temp's payment details	Should have	Story	Closed
TES-79	Record a temps preferred contact method	Should have	Story	Closed
TES-68	Record tables of hourly rates	Should have	Story	Closed
TES-14	Sync National Spine hourly rate table from CHRIS	Should have	Story	Closed
TES-825	Adjustments need to feed through to invoices	Could have	Story	Closed
TES-388	Data Import: Default job type to assistant CS	Could have	Story	Closed
TES-300	Correspondence to contain a signature	Could have	Story	Closed
TES-156	Sync country list from CHRIS	Could have	Story	Closed
TES-155	Sync title from CHRIS to TES system	Could have	Story	Closed
TES-489	Generate correspondence - display only appropriate options	Won't have (this time)	Story	Closed
TES-880	Data import - add rules to determine if payroller		Story	Closed
TES-861	Data import - Apply the attached default rules to missing mandatory fields		Story	Closed
TES-465	Ability to emulate users		Story	Closed
TES-456	Data import - all workers have been brought across as leavers		Story	Closed
TES-422	Data import - Home address		Story	Closed
TES-410	Matching should exclude leavers		Story	Closed

Key	Summary	Priority	Type	Status
TES-397	Remove roles from add/edit Client Contact		Story	Closed
TES-370	Data transfer - multiple assignments		Story	Closed
TES-369	Data transfer - additional screening checks		Story	Closed
TES-360	Data transfer - holiday allowance 2		Story	Closed
TES-356	Add a last spoken to field		Story	Closed
TES-329	Timesheet - Enhancements for holiday pay entry and display		Story	Closed
TES-322	Location (where a temp is happy to accept an assignment) is not on the new system. Currently Access shows City Centre, Addenbrooke's, Madingley (but we could do with the addition of West Cambridge and Madingley Village too).		Story	Closed
TES-314	Payroller leaving UCT letter		Story	Closed
TES-294	Correspondence - Screen for generating correspondence for an assignment		Story	Closed
TES-261	Data Import: import Job into new system		Story	Closed
TES-260	Screen showing temps who are leaving TES		Story	Closed
TES-256	Flag on the timesheet to hold it back from being transferred		Story	Closed
TES-240	As a TES Temp I would like details of my availability to be transferred in to the new system so that matching can be accurate		Story	Closed
TES-199	Data Import: Import Nationality into the new TES database.		Story	Closed
TES-194	Data Import: Import Ethnicity into the new TES database.		Story	Closed
TES-193	Data Import: Import Disability into the new TES database.		Story	Closed
TES-191	Data Import: Import Weekly time-sheet into the new TES database.		Story	Closed

Key	Summary	Priority	Type	Status
TES-188	Data Import: Import Worker into the new TES database.		Story	Closed
TES-174	As a TES administrator I need to be able to enter a lump sum adjustment into the system before the payment data is extracted		Story	Closed
TES-157	Generate a person reference number for a temp		Story	Closed

1.5 Summary of Fixed Issues

This list shows the numbered issues fixed in this release, along with any improvements to existing features:

Key	Summary	Priority	Type	Status
TES-894	Modify timesheets to use new brought forward field on worker	Must have	Story	Resolved
TES-881	Client details - need to show postcode so it can display data import postcode	Must have	Story	Closed
TES-867	Should be able to create assignment without bank details	Must have	Story	Closed
TES-799	Internship agreement - missing hourly charge	Must have	Story	Closed
TES-798	Dept. intern agreement - text change	Must have	Story	Closed
TES-797	Standard worker agreements - internal and external - add screening checks	Must have	Story	Closed
TES-796	Internal internship agreement - wrong date	Must have	Story	Closed
TES-794	Individual internship agreement - wrong reference number	Must have	Story	Closed
TES-792	Dept. confirmation - missing assignment end	Must have	Story	Closed
TES-791	Dept. confirmation - wrong rate shown	Must have	Story	Closed
TES-790	Dept. confirmation - wrong date	Must have	Story	Closed
TES-787	Extension letter - wrong date	Must have	Story	Closed
TES-786	External assignment agreement - wrong date	Must have	Story	Closed
TES-785	Job pay - can't create new pay line details	Must have	Story	Closed
TES-784	Job pay - picking up old rates (pre pay award) - Data issue in Staging?	Must have	Story	Closed
TES-783	Confirm worker - assignment summary - missing hourly rate	Must have	Story	Closed
TES-782	Internal assignment agreement - wrong date	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-781	RTW - checked by should list the TES team but allow anyone else to be entered (e.g. a manager may check)	Must have	Story	Closed
TES-780	Bank details - validation failing	Must have	Story	Closed
TES-709	The payment added for a timesheet is being calculated from the current CHRIS values for spinal salaries	Must have	Story	Closed
TES-573	Remove and entry on confirmation	Must have	Story	Closed
TES-530	Search and navigate - Tabbing out of order on 'Search for worker'	Must have	Story	Closed
TES-527	Adjust the release 1 code for changes to master posts in CHRIS	Must have	Story	Closed
TES-525	Write unit tests to verify the job rate calculations	Must have	Story	Closed
TES-521	Timesheet - what happens/ should happen when last timesheet if ticked?	Must have	Story	Closed
TES-520	Timesheet - allows entry before RTW is taken!	Must have	Story	Closed
TES-519	Timesheet - allows payment of leave in excess of total hours for week	Must have	Story	Closed
TES-518	Timesheet - incorrect message for Tier 4 hold back	Must have	Story	Closed
TES-517	Timesheet - holiday balance incorrect	Must have	Story	Closed
TES-516	Timesheet - Sickness hours incorrectly added to total	Must have	Story	Closed
TES-512	Create job - why do we need country?	Must have	Story	Closed
TES-511	Create job - autofill department address	Must have	Story	Closed
TES-510	Job tab - Skills are not listed alphabetically	Must have	Story	Closed
TES-509	Skills - Ability to add skills for Excel/word/typing	Must have	Story	Closed
TES-508	Create worker - place mobile first	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-507	Create worker - remove student	Must have	Story	Closed
TES-506	Create worker - Bank details - building society references need to be handled	Must have	Story	Closed
TES-503	Generate correspondence - Agreements, forces you to put in the end date even though it is in the job details	Must have	Story	Closed
TES-502	Generate correspondence - External client assignment has wrong dates	Must have	Story	Closed
TES-501	Generate correspondence - Some of the letters don't work	Must have	Story	Closed
TES-499	Generate correspondence - Agreements need client info in body	Must have	Story	Closed
TES-495	Availability - Various issues with the calendar	Must have	Story	Closed
TES-494	Create worker - Emergency contacts should not be mandatory	Must have	Story	Closed
TES-493	Timesheet - Transfer section is in the wrong place	Must have	Story	Closed
TES-491	Timesheet - holiday hours format confusing	Must have	Story	Closed
TES-490	Timesheet - the holiday accrual calculations is wrong.	Must have	Story	Closed
TES-487	Assign worker - search results - add button is not clear	Must have	Story	Closed
TES-480	Create job - Could not view pay tab	Must have	Story	Closed
TES-478	Create job/ manage job - improve navigation and name consistently	Must have	Story	Closed
TES-473	Create job - UK needs to be at the top	Must have	Story	Closed
TES-464	Generate correspondence - display addressee above address	Must have	Story	Closed
TES-450	Timesheet - Time adjustment should be HH:MM	Must have	Story	Closed
TES-447	Add expected end date to assignment	Must have	Story	Closed

Key	Summary	Priority	Type	Status
TES-446	Generate correspondence - change end of assignment terminology	Must have	Story	Closed
TES-445	Generate correspondence - salutation wrong and omit country in UK	Must have	Story	Closed
TES-443	Generate correspondence - need to select the worker and the assignment	Must have	Story	Closed
TES-441	Create worker - It's not clear why a worker can't be created in CHRIS	Must have	Story	Closed
TES-438	Create job - roles not working correctly	Must have	Story	Closed
TES-432	Right to work - Tier 4 should not ask for start and end date and other stuff	Must have	Story	Closed
TES-430	Right to work - add FT as an option as there are no set hours	Must have	Story	Closed
TES-424	Availability - week needs to be Monday to Sunday	Must have	Story	Closed
TES-386	Right to work - Check can be saved without entering Passport Details or passport Expiry Date.	Must have	Story	Closed
TES-380	System error - Complete Assignment throwing an error	Must have	Story	Closed
TES-874	Change the wording on screen from max hours to expected hours	Should have	Story	Closed
TES-806	Transferred timesheets appearing on 'Timesheets overview' awaiting transfer	Should have	Story	Closed
TES-795	individual internship agreement - missing £ sign	Should have	Story	Resolved
TES-529	Search and navigate - Can we get rid of this icon, it looks like I've just got a mark on my monitor	Could have	Story	Closed
TES-415	Screening Checks. Created By data is not brought across as part of the data import exercise.	Could have	Story	Closed
TES-855	CR - Change all rounding to standard		Story	Closed
TES-522	Tidy up records where report to field is not listed within the client as a contact		Story	Closed
TES-470	Some assignments are not linked to workers		Story	Closed
TES-469	Some jobs are not linked to a client		Story	Closed

Key	Summary	Priority	Type	Status
TES-350	Data transfer - worker contact details, phone numbers incorrect		Story	Closed
TES-349	Data transfer - forenames in one box		Story	Closed
TES-345	Data transfer query - Address is not populated under client contacts		Story	Closed
TES-342	Data transfer query - Client details - Academic Division VAT not auto filled		Story	Closed
TES-340	Data transfer query - RTW status has not come through to the		Story	Closed
TES-339	Data transfer query - I cannot see if person is a temp or payroller or NMH or intern on UCT		Story	Closed
TES-334	Data transfer query - Only one of 5 TES assignments are showing		Story	Closed
TES-332	Data transfer query - personal email address in both Access and CHRIS present but it has not come through		Story	Closed
TES-331	Data transfer query - second forename on CHRIS that has not come through		Story	Closed

1.6 Important Information regarding use of TES Release 1

When using this release for the first time, please ensure that you clear down the cache of your internet browser. Some changes have been made to the interface since use of the testing system and you may need to clear the relevant items in cache for this to take proper effect. If you are unsure how to do this for your type of browser then please contact your local IT support staff.

The appendices to this document list the supported browser versions for the application. If you are running a supported browser, but this is in compatibility mode then the application may still work but will not always function correctly or predictably. If you are unsure how to check the mode and update it for your type of browser then please contact your local IT support staff.

If you are using the system and leave it unattended then the session will time out after one hour. You will then either be redirected to the log-on tab or you may find that the tab you are in has become unresponsive. In either case, you will need to log back into Raven. If you have made changes on a tab and have not clicked on 'Save', these changes will be lost.

Appendix A – Known Issues/ Improvement Requests

A1 - Known Reproducible Issues/ Improvements requested

The following items are in release planning for possible inclusion in later releases of the TES application:

Key	Summary	Type	Status
TES-932	Timesheet - tabbing inconsistent when adding sickness	Improvement	Open
TES-917	Worker assignment overview - change to show mobile number and the personal email	Improvement	Open
TES-909	Timesheet - It is not possible to work for the minute before midnight	Bug	Open
TES-899	You can save a period of unavailability whose end date is earlier than its start date.	Bug	Open
TES-896	You can set a preferred contact method to null even if there's no data for that method	Bug	Open
TES-890	Manage Spot Salary Increase paging doesn't work	Bug	Open
TES-879	Display extract reports in some sort of logical order	Story	Open
TES-878	Allow a returned list of more than 25 hits when doing a worker search	Story	Open
TES-876	Generate correspondence to remember which assignment you are in	Bug	Open
TES-875	Extension letter - ensure save button is consistently available	Bug	Open
TES-873	Add facility to allow selection of a number of skills together	Story	Open
TES-872	RTW - Can EEA National appear at the top of the list please	Story	Open
TES-869	Implement advanced audit on address maintenance	New Feature	Open
TES-863	Flow - suggested improvements	Improvement	Open
TES-840	Worker - find/create - increase number of records returned and paginate properly	Improvement	Open
TES-832	Assignment extract - Job max hours seems to be defaulting to 36. If we are going to default in a max it should be 36.5.	Bug	Open
TES-830	Assignment extract - title in wrong place	Bug	Open
TES-829	Assignment extract - I ran this for all active assignments but it has reported assignments with end dates	Bug	Open

Key	Summary	Type	Status
TES-824	Timesheet transfer - should not be able to edit transferred time sheets	Bug	Open
TES-821	Check timesheets - change to pay in seconds	Improvement	Open
TES-819	Timesheets - prevent saving of timesheet with no holiday or pay so that this does not accidentally go to be paid	Story	Open
TES-817	Role - would be useful if the contact details of each contact either showed on this page or if you could click through to where they are held.	Improvement	Open
TES-816	Leavers - reinstating also need to blank out passport issuing country	Improvement	Open
TES-815	Leavers - do not allow a date to be entered that is before the last timesheet date	Improvement	Open
TES-812	Transfer to CHRIS - The Export to Excel doesn't work on the transfer to CHRIS page unless you select a date for each of the payrolls	Bug	Open
TES-800	Improve method for entering working patterns	Story	Open
TES-793	Client details not being pulled through properly when error messages are displayed	Bug	Open
TES-779	Ability to change assignment date	Story	Open
TES-778	Correspondence - internship agreement - wording change	Improvement	Open
TES-777	Correspondence - internship agreement to be on one page	Improvement	Open
TES-776	Correspondence - all templates - remove/change wording	Improvement	Open
TES-775	Confirm worker - needs save button for changes	Improvement	Open
TES-774	Confirm worker - should not be allowed when essential checks are outstanding	Improvement	Open
TES-773	Flow - assign worker navigation - original search has gone and needs to be retained	Improvement	Open
TES-772	Flow - find match does not allow navigation back to search results	Improvement	Open
TES-771	Find match - populate or remove bracket	Improvement	Open
TES-770	Find match - wording incorrect	Improvement	Open
TES-769	Flow - after skills take user to matching	Improvement	Open
TES-768	Role assignment not working	Bug	Open
TES-767	Job pay - hours for external are wrong	Bug	Open

Key	Summary	Type	Status
TES-766	Job pay - remove academic	Improvement	Open
TES-765	Job hours/ working pattern - mandatory fields not marked	Bug	Open
TES-764	Tab titles - add 'S' to job	Improvement	Open
TES-763	Flow - payrollers should not get taken to skills and avail after E&D	Improvement	Open
TES-762	Availability - periods of unavailability save process needs to be clearer	Improvement	Open
TES-761	Skills - need box to say what custom skills are	Improvement	Open
TES-760	Screening checks -make failed checks clearer	Improvement	Open
TES-759	RTW - Tier 4 end date should be a mandatory field	Improvement	Open
TES-758	RTW - 'Started before 1 May 2004' should not require a residency permit expiry	Improvement	Open
TES-757	RTW - add soft warning for past dates	Improvement	Open
TES-755	Contact info - last contacted needs to be mandatory	Improvement	Open
TES-754	Contact info - mandatory fields incorrect	Improvement	Open
TES-753	Personal details - save/save an next to be added	Improvement	Open
TES-752	Preferred work location - populate all facility	Improvement	Open
TES-751	Last contacted message change	Improvement	Open
TES-750	Correspondence - hours and pattern wording change - all templates	Improvement	Open
TES-749	Internal assignment agreement - missing word	Improvement	Open
TES-748	Correspondence - Assignment agreement wording changes	Improvement	Open
TES-747	Timesheet - return should not bring up sickness	Improvement	Open
TES-746	Timesheet - allows entry before assignment start	Bug	Open
TES-745	Timesheet - Tabbing to wrap to next row	Improvement	Open
TES-732	Data migration can be limited to end of assignment plus 6 years	Story	In Progress
TES-725	Apply V&I max hours rules to timesheet	Improvement	Open
TES-721	CHRIS Interface - transfer non-essential screening checks, HESA nationality, ethnic origin to CHRIS	Story	Open

Key	Summary	Type	Status
TES-699	Manage job/ hours - mandatory fields	Improvement	Reopened
TES-698	Manage job/detail - mandatory fields, Job title to be mandatory	Improvement	Reopened
TES-693	Job search doesn't display or search by client	Bug	Reopened
TES-680	Timesheet entry - add extra start/end button displayed when no timesheet	Bug	Open
TES-679	Timesheet entry - sort worker list	Improvement	Open
TES-678	Timesheet entry - default worker / week ending	Improvement	Open
TES-674	Need to be able to see and filter by timesheets with no payroll	Bug	Open
TES-671	Should not be able to create duplicate Client	Story	Open
TES-660	Assign worker - flow improvements	Improvement	Open
TES-659	Select list inconsistent (not PrimeFaces)	Improvement	Open
TES-656	Assignment extract search slow	Bug	Open
TES-652	Job Pay button in IE doesn't show the text on the button just arrows	Bug	Open
TES-651	Make the attached Job fields mandatory - updated 18/11/15 with clarifications	Story	Reopened
TES-634	Arrange for new hardware to be installed before stage 1 goes live	Task	Open
TES-545	Implement matching facility	Story	Reopened
TES-505	Invoice Report - The contact/address details of the invoice contact need to be included on the invoice report	Story	Open
TES-496	Overview pages - remove and use first menu item instead	Story	Open
TES-485	Find Match - need ability to assign worker from this page	Story	Open
TES-481	Roles tab – there needs to be some introductory text on this screen to explain what it is for.	User feedback	Reopened
TES-472	Rename TES tab	Story	Open
TES-471	Update all terms from TES to UCT	Story	Open
TES-468	Update correspondence templates to use the new UCT logo	Story	Open
TES-457	App Reports - Worker and Assignment Extract column and filters missing	Story	Open
TES-426	Assignments - nothing in hours and earnings columns under worker assignments	Story	Open

Key	Summary	Type	Status
TES-408	Leavers should be clearly identified	Story	Reopened
TES-403	Overview - remove, focus on assignments and add holiday pay tab	Story	Open
TES-391	Search and navigate - WIP screens are clunky!	Story	Open
TES-317	Create client - No mandatory fields on the create client page	Story	Open
TES-315	Create client - not in line with create job/workers	Story	Open
TES-308	App Reports - Improvements to app based worker and assignment extract reports	Story	Open
TES-299	Assignment extension letter	Story	Open
TES-277	Timesheet front page - sorting, searching and printing	Story	Open
TES-253	Client Overview Page - inconsistent	Story	Reopened
TES-950	Security - Payroll users should have a separate tab	Bug	Open
TES-942	Data fix - update gender from CHRIS	Story	Open
TES-926	Timesheet checking - Allow surname sort	Story	Open
TES-924	Improve the design of Adjustments	Story	Open
TES-923	Emergency contacts - type ahead leaves the value matched off screen (see screen shot)	Bug	Open
TES-922	Emergency contacts - address should not be mandatory	Bug	Open
TES-898	Save weekly availability button change	Bug	Open
TES-661	Rework of the 'Assignments' section under the home page	Story	Open
TES-653	Include holiday paid out and accrued on timesheet	Story	Open
TES-948	RTW - list of value names for checker should use CHRIS Person table not CHRIS User	Bug	Open
TES-940	Data import - 30005900 - RTW status should have defaulted to work permit	Bug	Open
TES-939	Data import - 30005900 @cam address has gone into personal?	Bug	Open
TES-937	Assignment list - rows too wide to allow review of more than two records at once	Improvement	Open
TES-936	Leaver - Message to confirm someone as a leaver should not include a reference to 'employment' reword this	Bug	Open
TES-935	Client contact details - Address/Town/Country and Mobile number are showing as mandatory but are not	Bug	Open

Key	Summary	Type	Status
	requested by TES		
TES-933	Maximum hours of work can be zero - please allow	Bug	Open
TES-931	Timesheet amendment - improve navigation	Improvement	Open
TES-928	Timesheet - amendment - typo 'workered'	Bug	Open
TES-927	Timesheet - changing only the week does not refresh page or data	Story	Open
TES-916	Data import - Minimum grade a temp will accept has not come across	Improvement	Open
TES-915	Ensure that timesheet can not be entered for week AFTER a leaver has left	Improvement	Open
TES-877	Not possible to enter timesheet using enter on the number pad, have to press tab	Improvement	Open
TES-865	Date formats should be consistent.	Bug	Open
TES-810	Timesheets - should never allow entry before RTW was taken	Bug	Open
TES-657	Date format input consistency	Bug	Open
TES-513	Timesheet - calculate the total hours before you save the sheet	Improvement	Open
TES-479	Job Details tab - the field 'Client Name' is ambiguous	Improvement	Open
TES-462	Timesheet entry - ability to use arrow keys	Improvement	Open
TES-856	Include Adjustment in the checking process.	Improvement	Open

A2 – Additional Information on Ad Hoc Error Messages

While every effort has been made to identify and resolve errors, it is possible that they may still occur for data combinations which were not encountered during testing.

If you experience problems that are unresolved by logging in again, and are unable to continue with an action, then please contact the CHRIS Helpdesk via chris.helpdesk@admin.cam.ac.uk, providing full details including the error message, the data being entered and the sequence of events (including date and time) that may be causing the problem and a screen shot. This will aid the team in the accurate reproduction and resolution of the error.

Appendix B – Browser Support

In line with HR Systems strategy, the following browsers are supported by both the applicant application and the administration desktop:

	Windows
Application	**Firefox**
TES	V36+

Note: that Front Motion Firefox is not supported although it is part of the standard installed desktop in some areas.

If you are using Front Motion please contact your local IT support to arrange for an upgrade to a fully maintained version of the Firefox browser.

If you have any issues with the format or display of the application on these browsers then please contact the CHRIS Helpdesk on (01223 7) 60999, or via chris.helpdesk@admin.cam.ac.uk for advice.

Appendix C – File Types and Sizes

In order to ensure that there are no issues with security and disk space for uploaded files, the following restrictions apply:

➢ Permissible file types are limited to .pdf, .rtf, txt, .docx, .pptx, .doc and .ppt.

➢ A maximum of 4Mb is permitted per offer letter upload.

➢ A maximum of five files is permitted per application and these must be less than 20Mb in total size.

➢ Files stored within the Web Recruitment application will be held as PDF/A files for reasons of security and legal admissibility.

➢ Files are virus checked at upload and converted to a single PDF/A.

Appendix D - Release Approach

In order to allow adequate version control, the Web Recruitment System will have a three month major release cycle (where any further major releases are agreed in the future).

Interim maintenance releases will be issued monthly as required to address any specific issues which require urgent priority.

Emergency releases will only be considered for issues that are agreed to be critical to operational effectiveness.

The HR Consultation Group may be asked for input as to the priority of fixes during release planning, particularly in relation to other HR systems developments. For details of your representative in this group please contact HR.Systems@admin.cam.ac.uk.

Appendix E – Additional Support

In order to support the release of Web Recruitment, a series of classroom-based workshops are being provided and these can be booked online at:

http://www.training.cam.ac.uk/chris/Event-timetable

Updated Recruitment Guidance can be found on the HR pages at:
http://www.hr.admin.cam.ac.uk/recruitment-guidance.

A new user guide to the Offers functionality, along with a quick reference and updated FAQs can be found at:

http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system

There is also a video providing an overview of the offers process.

The CHRIS Helpdesk can also be contacted on (01223 7) 60999, or via chris.helpdesk@admin.cam.ac.uk.