HRIS Enhancement/ Report

 Request Form

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| **Enhancement/ Change Request Submission**To be completed by the Requestor of the Change Request.**To submit: Complete section 1 and/or 2 of this document then email it to** **HRIS Support Centre** |

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| ***Section 1: Summary Information – Changes within Core*** |
| **Core Module** | Personnel/Recruitment/e-Recruitment/Training/Payroll/Time & Attendance/Staff Portal |
| **Area/Screen** | Eg. Right to Work/Appointment Details |
| **Short description of change** |  |
| **Requestor** | Name: Department: |
| **Date Raised** |  |
| **Importance** | Choose an item from drop-down list |
| Importance – as perceived by the requestor.**1 –** **Critical**. System or process will not work without the requested change / Statutory requirement / Major business benefit.**2 –** **Important**. Absence of the change would be inconvenient, although a short-term workaround may be possible.**3 –** **Standard Request**. An improvement to the system or process.**4 –** **Nice To Have**. |

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| **Proposed Change Description*** Describe the enhancement / change being proposed.
* Clearly identify the nature of the enhancement / change e.g. system, organisational, procedural.
* Attach any reference material that will assist the reviewers.
* If applicable, state any critical business dates e.g. proposed project release for the change to be included in, or target date when the requested change should be live.
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| **Justification*** Why the change is being proposed, how will the organisation benefit from the change?
* Quantify the benefits where possible.
* Link the change to specific strategic goals, Programme/Project Objectives, if known.
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| **Impact of Not Implementing the Proposed Enhancement / Change*** If the change is not implemented, how will it adversely affect the organisation?
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| **Alternative(s)*** List at least one alternative to the enhancement/ change you are proposing, and indicate why the proposed option is better.
* Briefly indicate why the alternative is not the better choice.
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| ***Section 2: Summary Information – Changes to Reports*** |
| **Core Module** | BI Discoverer |
| **New report/change to existing report** |  |
| **Report name (if existing)** |  |
| **Requestor** |  |
| **Date Raised** | 22/03/12 |
| **Importance** | Choose an item from drop-down list |
| Importance – as perceived by the requestor.**1 –** **Critical**. System or process will not work without the requested change / Statutory requirement / Major business benefit.**2 –** **Important**. Absence of the change would be inconvenient, although a short-term workaround may be possible.**3 –** **Standard Request**. An improvement to the system or process.**4 –** **Nice To Have**. |

Complete section 2A or 2B as appropriate

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| ***Section 2A Existing Report*** |
| **Proposed Change Description*** State the name of the report, e.g. PERDEP01\_Staff in Post
* Describe how you want to change the report (include details about the fields parameters, sort order or conditions within the report) .
* Which worksheet(s) is/are to be updated or is a new worksheet required?
* If applicable, state any critical business dates e.g. proposed project release for the change to be included in, or target date when the requested change should be live.
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| **Justification*** Why the report change is being proposed, how will the organisation benefit from the change?
* Quantify the benefits where possible.
* If the report change is not implemented, how will it adversely affect the organisation?
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| ***Section 2B New Report*** |
| **Proposed Change Description*** Describe the purpose of the report, what it will be used for and by whom (eg; departmental HR staff, payroll team, pensions team)
* Detail the group (population) you want to base the report on. Which fields you want to include and how the data should be sorted or grouped.
* Attach any reference material that will assist the reviewers.
* If applicable, state any critical business dates e.g. proposed project release for the change to be included in, or target date when the requested report should be live.
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| **Justification*** Why the new report is being proposed, how will the organisation benefit from the report?
* Quantify the benefits where possible.
* If the change is not implemented, how will it adversely affect the organisation?
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