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**](mailto:hr.systems@admin.ox.ac.uk?subject=Change%20request%20submission) |

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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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