



GCC Plus

Business and Development Services



SAP e-Forms for Schools Sign-Up Pack

Contents

Section 1	Introduction	3
Section 1a	What forms are available?	4
Section 2	What are the technical requirements?	5
Section 3a	Frequently asked questions	6
Section 3b	What support is available?	7
Section 4	How do I sign up?	7
Appendix 1	Sign-up / New inputter/approver request form	8

1. Introduction

What are SAP e-Forms?

e-Forms are electronic forms available through the SAP system, originally designed to replace our paper and Excel based forms.

Since e-Forms were first introduced, we've considered your feedback and delivered a variety of improvements to each form. As of 2018, our latest upgrade uses HTML technology to deliver a faster, more refined experience, whilst improving the overall look and feel. HTML e-Forms are now available for all schools!

What's in it for your School?



Longer input period – the introduction of SAP e-forms will allow schools on average an extra week each month to submit their input.



Quicker with improved quality – your data will be entered into SAP on the same day that you input it. In addition, tools such as drop down menus which are built into each form mean there is less room for error and requirements are clearer.



Pre-filled, up-to-date staff information – Up-to-date employee staff details are readily available and automatically populate relevant fields to save time and reduce data entry errors, whilst providing form specific information, such as open absences.



You are in control – Schools can track forms right from creation through to the date and time that SAP is updated. Submitted forms can be accessed from the history section of each user's mailbox, and form approvers can be notified immediately after form submission via email with a simple tickbox.



Reduce Waste – cut down on unnecessary printing by completing and storing forms electronically.

1a. What forms are available?

1

Absence

Create a form to record an absence for an employee at your school

2

Contract Change

Create a form to change a contract of an employee at your school

3

Claims

Create a form to record claims for school employees or supply teachers

4

Expenses

Create a form to reimburse expenses

5

New Starter

Create a form to set up a new employee at your school

6

Personal Details

Process a change of personal details for an employee at your school

7

Leaver

Create a form to make a school employee a leaver

8

Statement of Particulars

Automatically generate a SoP following completion of New Starter or Contract Change forms (subject to purchase of our T&C's package, please call ContactUs on 01452 425888 (option 1 then 2) if you are unsure)

2. What are the Technical Requirements?

In order for you to use SAP e-Forms the following technical standards must be met:

Web Browser: Internet Explorer Version 11.0.

Other versions of Internet Explorer and different browsers such as Google Chrome may work with e-Forms, but are unsupported.

To check your Internet Explorer version:

- a. Open Internet Explorer.
- b. Click on the setting cog in the top right, or open the help menu.
- c. Click on 'About Internet Explorer'.
- d. A box will appear detailing which version you are using.

Network Specifications

To enable your access to our e-Forms service, we need your school's IP address.

If your school connects using South West Grid for Learning (SWGfL)

Your network is most likely already set up. Please provide your IP address in the attached form. If you have issues accessing SAP e-Forms after signing up, please call ContactUs (details below).

If your school does not connect using SWGfL

Please request the following configuration changes from your IT department or representative, to enable access to SAP e-Forms:

IP Address: Static

Open Ports: 1443, 50101

Once these settings have been configured, please provide your IP address in the attached form (Appendix 1). If you have difficulty with the above configuration, please provide your IT department or Internet Service Provider (ISP) contact details in the attached form to allow us to contact them.

To check your IP address, you can search 'what is my IP' in Google or Bing Search. If you're unsure, please call ContactUs (details below).

If your school is expecting changes which may impact how these requirements are met whilst you are using SAP e-Forms, such as changes to web browser, ISP or IP address, please inform ContactUs on 01452 425888 (option 3 then 2) as soon as possible to help us deal with any potential disruptions to your service.

These technical requirements are correct as of March 2018.

3a. Frequently Asked Questions

Is there any charge to use e-Forms?

No, using the system and all associated training and support is free of charge.

What will happen to the Formslink system?

Formslink will be phased out when all the planned e-Forms are live.

What happens if our approver leaves/is off on Long Term Sickness?

We can re-allocate the approver license to a nominated person within the school. We would need the Chair of Governors to nominate this person in the Headteacher's absence.

There is more than 1 person who does input at our school. Can we still use e-Forms?

Additional licenses are available on request. There may be a charge associated with this, please call ContactUs (details below) for more information.

There is more than 1 approver at our school. Can we still use e-Forms?

Normally, only one approver is allowed within a school, although some allowances can be made for larger schools. In the event that your approver is due to take leave for a longer period, we can re-allocate the approver license to a nominated person within the school.



Further Questions

Call ContactUs on 01452 425888 (option 1 then 2) for e-Form queries and support.

3b. What support is available if I choose e-Forms?

- BSC administrator – your normal pay and conditions contact is available to provide advice and support on the completion of forms. In addition, visits can be arranged – either you can visit the BSC or we can visit you. For technical support and queries, you can call ContactUs on 01452 425888 (option 1 then 2).
- Training – as part of your e-Forms package, free training is offered to the form inputter on how to complete this role from an e-Forms perspective. The training will be held within the BSC, and is also available to new inputter as they join your school.
- [e-Forms Guidance on Schoolsnet](#) – provides you with information, guidance and training materials (search 'e-forms'). Individual e-Form Helpsheets help answer key questions for each form.

4. How do I sign up?

We have made the process to sign up as quick and easy as possible.
To get started, complete the form overleaf to sign up.

Upon receipt we will:

- **Email confirmation of receipt of your sign up pack and rollout timeline**
- **Set up your e-Form account credentials and email them to you**
- **Keep you updated on all new forms as they become ready and support you in using these**

Appendix 1: Sign-up / New inputter or approver request form

To sign up for SAP e-Forms, please complete the following details and return to ContactUs, Business Service Centre, 4th Floor, Block 5, West, Shire Hall, Westgate Street, Gloucester GL1 2TG, or to ContactUs@gloucestershire.gov.uk (preferably using Egress Switch).

We will then contact you with your log-on details and to discuss any training requirements specified on this form.

If you are changing approver or inputter details, please only complete sections 3a, 4 and 5. If you are charging Chair of Governor details, please only complete section 5.

Section 1: About you

Your Name:

Your Position:

Your Email Address:

Your Telephone Number:

School Name:

School Headteacher:

School Cost Centre:

Section 2: Technical Information

If your School Internet Service Provider (ISP) **is** the SWGfL (South West Grid for Learning), or your network has been configured correctly*, please provide your School IP Address:

School IP Address*:

If your School Internet Service Provider (ISP) **is not** the SWGfL (South West Grid for Learning), and you cannot arrange for the configuration changes to be made*, please provide the contact details of either your internal IT department or ISP, and we will contact them for you:

Contact Name:

Contact Number:

Organisation (if ISP):

*** For more details please read section 2. *What are the Technical Requirements?***

Section 3a: Using the system

Your school data inputter (name):

Inputter email address:

The school data inputter will be the person who inputs school data onto the forms. They will be supplied with a log on and will be able to input data for all staff within your school.

Additional licenses are available on request if your school has more than one staff member which completes input. There may be a charge associated with this, please call ContactUs (details above) for more information.

Your school approver (name):

Approver email address:

The school approver will be the person who approves forms. In the case of an individual approving their own record, an email will be generated to the Chair of Governors. Further details about this process are included below.

Section 3b: Statement of Particulars preference (Terms and Conditions purchasers only)

Upon completion of a New Starter or Contract Change e-Form, a Statement of Particulars (SOP) containing details of the employee's contractual details will be generated and sent via email (for Terms & Conditions purchasers only). This email can be sent to either the Inputter, Approver or both. Please indicate your preference below:

Send SOPs to the Inputter only

Send SOPs to the Approver only

Send SOPs to both the Inputter and Approver

Section 4: License Requirements

For completion by the individual named above as responsible for data input.

Applicant declaration:

I, [REDACTED] hereby declare that the SAP user logon given to me to access the system will be used by me only and the password will be kept confidential and not divulged to any other person.

I shall use this authority/facility given to me to access the computer system with care, and to do only those tasks as required for the School's official work that has been assigned to me.

I shall also ensure the School's information/data is not divulged without the prior permission of my Headteacher. I am aware that if any non-compliance to the above declaration is found, action may be taken against me.

Date:

Applicant signature:

For completion by the individual named above as responsible for approving e-Forms.

Approver declaration:

I, [REDACTED] hereby declare that the SAP user logon given to me to access the system will be used by me only and the password will be kept confidential and not divulged to any other person.

I shall use this authority/facility given to me to access the computer system with care, and to do only those tasks as required for the School's official work that has been assigned to me.

I shall also ensure the School's information/data is not divulged without the prior permission of my manager. I am aware that if any non-compliance to the above declaration is found, action may be taken against me.

Date:

Applicant signature:

Section 5: Chair of Governor Information and Approval

For completion by the Chair of Governors:

I authorise the named approver above as a SAP e-Forms user. I am aware that in the case of a record being entered for the form approver with payment implications, an email will be generated to my school email address.

It is my responsibility to call ContactUs (01452 425888, option 1 then 2) within 5 days of the email date if the payment has been made erroneously so that it can be stopped.

Date:

Signed:

Name:

Your school e-mail: