

Information Sheet

ACE38 Major Release – Go-live 9 August 2021 (RL0000737)

For Production Agencies and Queensland Shared Services

A QSS Release will be implemented into Aurion ACE Production on **Friday 6 August 2021** and will be live from **Monday 9 August 2021**. The purpose of this document is to provide a summary of the Release scope, so current production agencies and QSS can understand the Business Solution changes and consider any impacts to their respective business once this Release has been implemented.

User acceptance testing schedule

Scheduled for **12 July 2021** to **23 July 2021**.

QSS Test Coordinator will engage the appropriate agency representatives to participate in UAT to meet the scheduled timeframes of the Release.

Outage Information

An outage is required for this release starting at 5:00pm Friday 6 August 2021 to 8:00am Monday 9 August 2021

Known Issues

There are no known issues being introduced at this time

Scope listing

Note: Testing remains the responsibility of the Agencies and QSS business areas undertaking the test effort. The information provided in this document is to assist you in the preparation of test scripts, and to help determine if training and/or communications are required. Participation in testing is at the discretion of the Agencies and QSS business areas impacted.

Number	What does this change do?	What is the desired outcome?	What should we expect the system to do?	Who is impacted by the change and is the ideal testing group?	What is the <u>minimal</u> testing to ensure the change is working as expected?	What is the <u>minimal</u> testing to ensure the change has not broken anything else?	What information does QSS require to set up the testing environment?
CR0029838	Extensive	Maintenance Releases 11.75 & 11.76.3					
	Please see further information below						
CR0030157	RLRC	Temporary Extension Batch Issue when Termination has been selected					
	This change corrects a defect whereby the batch was not raising a Temporary Extension form for an employee if they had previously recorded a Termination in the system at any time	Temporary Extension batch will raise forms for all current active temporary employees except where form has been set to TERM for the same date period	Temporary extension form will be raised for employees with current placements except where form has been set to TERM for the same date period	Agency	Test various Temporary Extension scenarios Agency to request HR Build: <ul style="list-style-type: none"> identify employee's with OLD forms that have TERM as the answer action to set up temp employees with temp extension forms run temporary extension batch when required agency to also raise temporary forms as a supervisor Agency to request: <ul style="list-style-type: none"> employee's to be placed on leave for testing of closing/opening of forms when forms need to go to new FRT 	Complete Temporary Extension forms to finalisation	Agency Testers will need to advise their intention for UAT participation Passwords will need to be reset for all employees within Agency's wanting to test to ensure testing can be undertaken to completion

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CR0030706	Extensive	Department Justice and Attorney General MoG					
	<p>Machinery of Government activities for Department of Justice and Attorney General</p> <p>Impacting the following groups within Aurion ACE:</p> <p>Employee movement of approximately</p> <ul style="list-style-type: none"> 81 FTE from Child Safety (Pay Entity: 470100) <p>Impacting the following groups within Aurion QPS:</p> <p>Employee movement of approximately</p> <ul style="list-style-type: none"> 8 FTE from Prostitution Licensing Authority (Pay Entity: PLA) 	<p>DJAG MoG activities to be completed with no impact on employee's pay, entitlements and Agency/QSS business processes</p>	<p>Employees will be paid and receive entitlements per DJAG employment conditions as configured in ACE Aurion</p> <p>Aurion application will process Timekeeper and BPA Forms as per Workflow Rulesets configured for Pay Entity 220100 or relevant DJAG Organisation Units, including any new business areas</p>	DJAG	<p>Confirming employees are in correct pay entity and being paid as expected.</p> <p>Org structure-based Agency reports produce correct details as per org structure changes.</p> <p>Full Payrun to ensure all company and pay entity updates have been updated correctly.</p> <p>Payrun output files load correctly</p> <ul style="list-style-type: none"> SAP Finance Super Cemtex STP 	<p>Full Payrun</p> <p>General navigation of ESS</p> <p>General navigation of Core</p>	<p>Testers will need to provide their names and employee numbers if they require their password to be reset in ACE UAT CORE</p> <p>Testers will need to ensure they have ACE UAT icon available in their QSS Portal to access CORE. If the icon is not available, they need to complete the Service Now System Access request to update their QSS Portal account</p>
CR0030548	RLRC	Implementation of AQT Query due to data security issues in lieu of Security Task EC600_BREAK_REP (Costing Breakdown Enquiry)					
	<p>Replacement of Security Task EC600_BREAK_REP (Costing Breakdown Enquiry) with AQT Query</p> <p>This change is due to security issues found in the Costing Breakdown Enquiry as it does not use position security to restrict access to data</p>	<p>Correct application of data security to ensure only the relevant access is given to Agency Users</p>	<p>Apply data security correctly to ensure only the relevant access is given to Agency Users</p>	Agency	<p>Agency reps would need to test they can see the new Menu item.</p> <p>Agency reps would need to test they can no longer see Security Task EC600_BREAK_REP (Costing Breakdown Enquiry)</p> <p>Agency reps would need to test to ensure they only see the data of their Agency</p>	N/A	<p>Testers will need to provide their names and employee numbers if they require their password to be reset in ACE UAT CORE</p> <p>Testers will need to ensure they have ACE UAT icon available in their QSS Portal to access CORE. If the icon is not available, they need to complete the Service Now System Access request to update their QSS Portal account</p>

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CR0030708	Extensive	PSC update to Diversity Definitions impacting my.appointment, payroll systems, reporting and payroll forms					
	<p>Public Service Commission have released the new Diversity Definitions and EEO Census questions for collecting employee data effective 1 September 2021.</p> <p>This change is to update the data collection fields, questions and answer options visible to users in ESS to meet the new requirements</p> <p>This is an initiative of the Public Service Commission on behalf of the Leadership Board, and as part of the sector’s new Inclusion and diversity strategy 2021–2025. https://www.forgov.qld.gov.au/inclusion-and-diversity-commitment</p> <p>The new diversity definitions align to the sector’s Inclusion and diversity strategy 2021–2025 and the Queensland Public sector commitment to system change, creating more inclusive and diverse workplace cultures where every employee can thrive.</p> <p>The PSC Workforce diversity census webpage provides more information about the campaign, including frequently asked questions. https://www.forgov.qld.gov.au/census</p> <p>Should you require further information or design assets please contact Stacey Raaymakers, Senior Communications Advisor, Public Service Commission, at comms@psc.qld.gov.au</p>	<p>Data collection fields will be updated with new pick-lists; ESS page instructions will be updated to reflect the PSC Census questions</p>	<p>ESS Users will be able to see consistent ESS Census questions per the PSC requirements</p>	<p>Agency DaaS Workforce Reporting QSS Payroll QSS HR Operations QSS Recruitment</p>	<p>ESS Users (Agency) to verify they can view and update the EEO Census questions in ESS.</p> <p>Workforce Reporting to verify they can retrieve the required EEO responses for MOHRI reporting etc.</p> <p>QSS Service Delivery groups confirm they can view/update EEO where appropriate</p>	<p>ESS Users can view and update EEO Census questions</p> <p>Workforce Reporting can retrieve required EEO data for reporting</p>	<p>Testers will need to provide their names and employee numbers if they require their password to be reset in ACE UAT CORE</p> <p>Testers will need to ensure they have ACE UAT icon available in their QSS Portal to access CORE. If the icon is not available, they need to complete the Service Now System Access request to update their QSS Portal account</p>

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CR0030540	RLRC	ER240 Payroll Reconciliation Report – Check “Remove Signature and Date” field					
	This change will remove the signature box from the Aurion Pay Run output of the ER240 Payroll Reconciliation Report which is generated as part of the STP process each fortnightly pay run, for all various companies/pay entities	The ER240 payroll reconciliation report will no longer have the signature box for all various companies/pay entities	When running the ER240 payroll reconciliation report the signature box should no longer appear	HR Operations	Test that the ER240 Payroll Reconciliation Report has the signature box removed for various companies/pay entities	Run the Payroll Reconciliation Report and ensure it still runs correctly	<p>Testers will need to provide their names and employee numbers if they require their password to be reset in ACE UAT CORE</p> <p>Testers will need to ensure they have ACE UAT icon available in their QSS Portal to access CORE. If the icon is not available, they need to complete the Service Now System Access request to update their QSS Portal account</p>
CR0030624	RLRC	BPA Relieving Form New or extension - Error when adding one day to part time work pattern, for one-week relieving period					
	This change is to correct an issue where a Part Time Employee adding an extra day to their work pattern was receiving an error using the BPA Relieving New or Extension form	Part Time employees can add an extra day into their Work Pattern when completing the Relieving Form New or Extension	Accept the new Work Pattern entered in the form and submit as expected	Agency	<p>Part Time Agency user to create a Relieving-New Application or Extension form via ESS</p> <p>Update Work Pattern to add an extra workday and process the form to completion</p> <p>View Employees Work History in ESS and ensure the Work Pattern reflects correctly</p>	Agency users to test Relieving-New Application or Extension form scenarios to completion and ensure that placements update successfully	<p>Agency Testers will need to advise their intention for UAT participation</p> <p>Passwords will need to be reset for all employees within Agency’s wanting to test to ensure testing can be undertaken to completion</p>

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CR0030696	RLRC	Timekeeper Rulesets – Hide Default Button and Schedule Form Option					
	This change is to remove the default button from Timekeeper forms for all Agencies (except LAQ) and to remove the Scheduled option when adding a new Timesheet	For the default button not to be available to users (except LAQ employees) and the Scheduled Timesheet function not to be available as these are not used by QSS Agencies	Remove the default timesheet and scheduled options for the Timekeeper Form and Add a Timesheet functions	Agency	Agency users (except LAQ) to view Timekeeper Form and ensure the Default Timesheet button is no longer visible Agency (All) to Add a new Timesheet and ensure the Schedule option is no longer available (Actual will be the only option in Type)	Agency users to ensure Timekeeper forms can be filled in and Validated and Submitted as expected	Agency Testers will need to provide their names and employee numbers if they require their password to be reset in ACE UAT ESS Agency Testers will need to advise if they require a Timekeeper Ruleset to be assigned to test user account Agency Testers will need to advise if they require username and passwords for Approving Officers if they wish to test approving a Timekeeper Form
CR0030898	Extensive	Operational Passwords in Aurion environments (including ESS)					
	Increase the password length in Aurion environments from 8 digits to 14 digits, with upper and lower case and alphanumeric.	Increased security on Aurion passwords.	When logging into Aurion manually the password function will now have additional criteria, which must be adhered to in the employee's password. The employee may be asked to change their password to meet these criteria if their current password doesn't meet the new criteria.	Everyone who logs into either Aurion Core or ESS manually	Log into either the core or ESS Aurion system and change your password.	General navigation of ESS General navigation of Core	Testers will need to provide their names and employee numbers if they require their password to be reset in ACE UAT CORE Testers will need to ensure they have ACE UAT icon available in their QSS Portal to access CORE. If the icon is not available, they need to complete the Service Now System Access request to update their QSS Portal account

Descoped

Number	Category	Description	Date	Reason

Maintenance Release 11.75 - 11.76.3- Updates to Self Service

Category	Type	Description	What is changing?
Self Service AUR-21735 (11.75)	Defect	Self Service Timesheets Some employees may change from a position that requires timesheets to one that doesn't. In this case the employee would go from having a default ruleset to not having one. In this scenario, when the employee logged into Self Service, they were able to see their previous timesheets, but when they tried to view the form by clicking on the 'Show Form' button, a 500-error page was displayed.	Aurion has been changed to correct the issue which caused an HTTP 500 error message to display when users without a default ruleset tried to view old timesheets. Self Service users who no longer have a default Timekeeper Ruleset will no longer encounter 500-error pages when they attempt to "Show Form" on their old timesheets. Previous timesheets will display as expected.
Self Service (11.76) Example 1	Enhancement	Self Service My Tasks Self Service has been changed to provide the ability to select multiple mail messages for Mail, Pay Advice and Forms messages. Users can then archive or delete messages based on the status of the messages.	Self Service users can now bulk archive Mail, Form and Pay Advice mail items, as well as bulk delete archived Mail items.
Self Service (11.76) Example 2	Enhancement	Self Service Accounts and Deductions Self Service users with a lot of old and inactive deductions and deposits wanted to be able to hide inactive records. A 'Hide Inactive Deductions' setting has been added to the Self Service User Settings page, which defaults to not enabled. When this option is enabled, the Accounts and Deductions accordion hides Accounts and Deductions that have an end date prior to the start of the current pay period.	Self Service users can update their <i>User Settings</i> to determine whether they would like to hide or view their 'Inactive' Accounts and Deductions (found under the Payroll menu).
Self Service (11.76)	Enhancement	Self Service Forms Self Service users wanted Forms to save automatically, so that they wouldn't lose input data if Self Service timed out.	Self Service has been changed so that modified Form fields will auto-save after 30 seconds of inactivity and users will no longer lose data entered into Forms if their session times out.

Maintenance Release 11.75 - 11.76.3 - Updates to Core

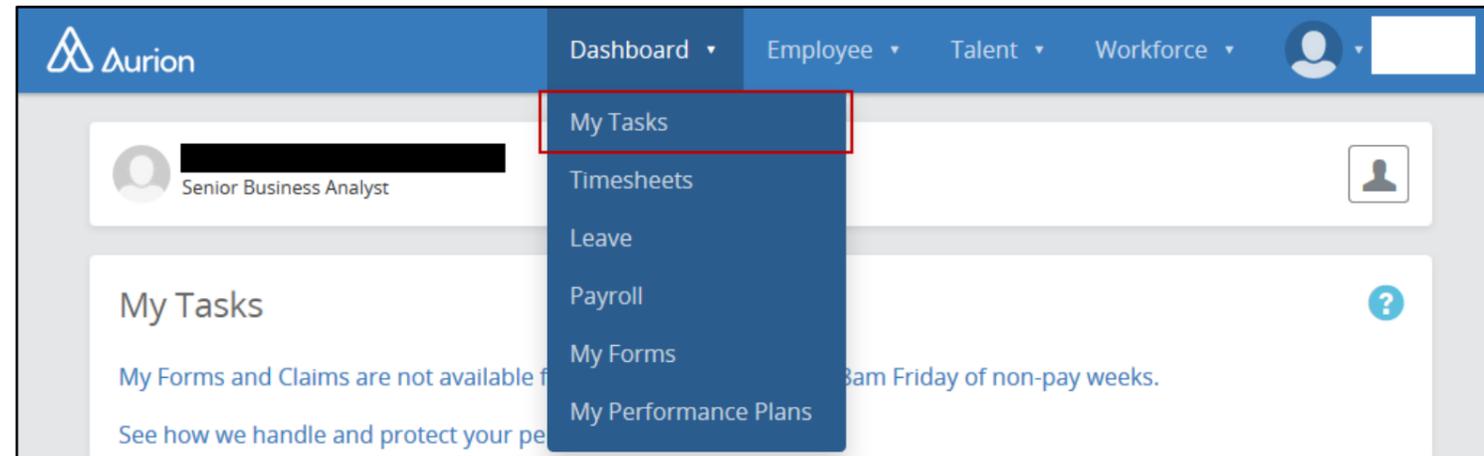
Category	Type	Description	What is changing?
Core (11.76) Example 3	Cosmetic	Core Parameter Forms or Pick Screen After upgrading to Uniface 10, when you opened a popup form in Core, such as a parameter or pick screen, the top left corner of the title bar displayed the Uniface 10 icon instead of the Aurion icon. Also, the appearance of the Accept and Cancel buttons on parameter screens has been changed to fix an issue with white lines appearing above and below the buttons when sections on the screens are expanded or collapsed.	Core has been changed to remove the title bar icon from all parameter screens to make them consistent with other popup screens, such as code pickers. Customers may notice a change in the appearance of the Accept and Cancel buttons on parameter screens, as well as parameter screen title bars no longer having an icon in the top-left corner. These are cosmetic changes only.

Internal QSS Stakeholders: For full details of the Maintenance Releases, please refer to the Maintenance Release Notes supplied separately.

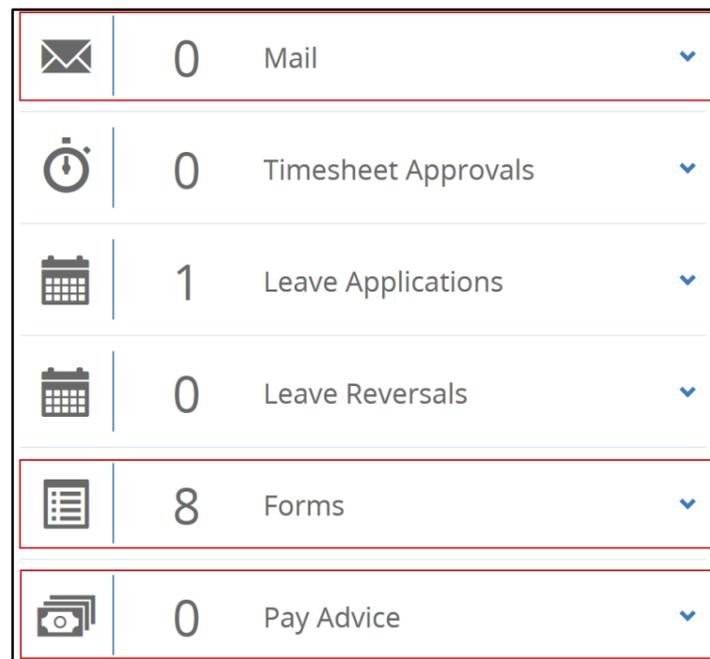
Examples

Example 1 Self Service My Tasks

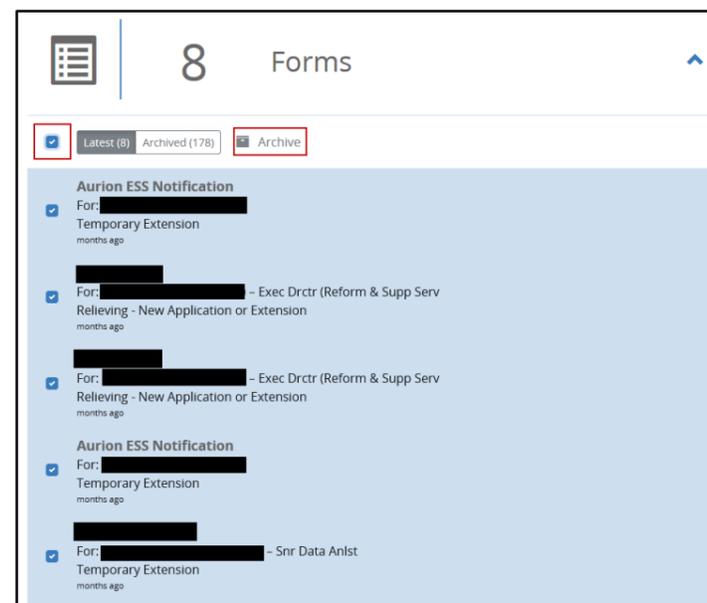
Access My Tasks:



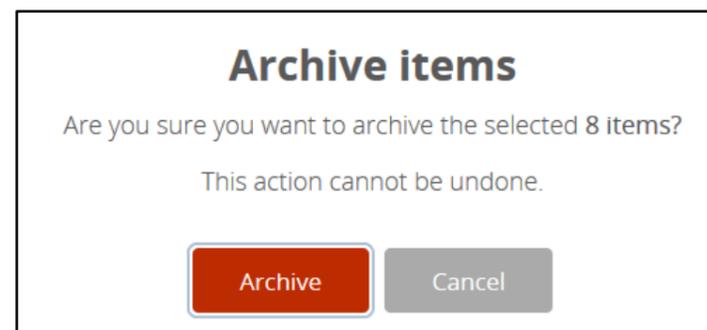
Select Mail, Forms or Pay Advice



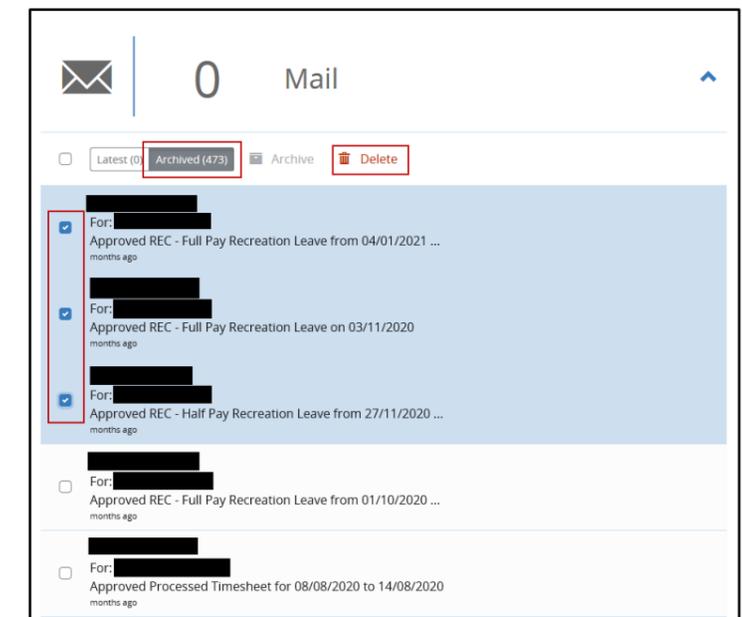
Example of Bulk Archive – select items (example below shows select ALL)



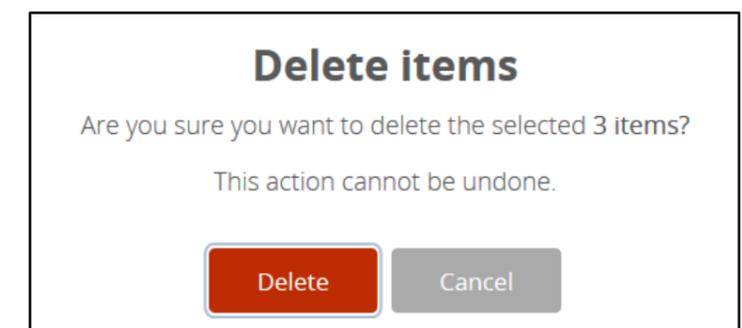
Select ARCHIVE



Example of Bulk Delete – toggle to view Archived items – select items

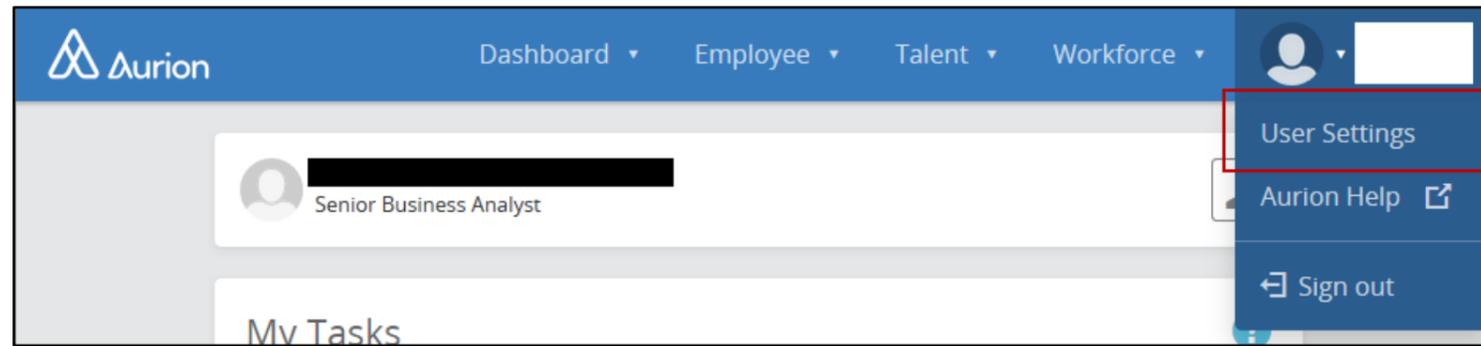


Select DELETE

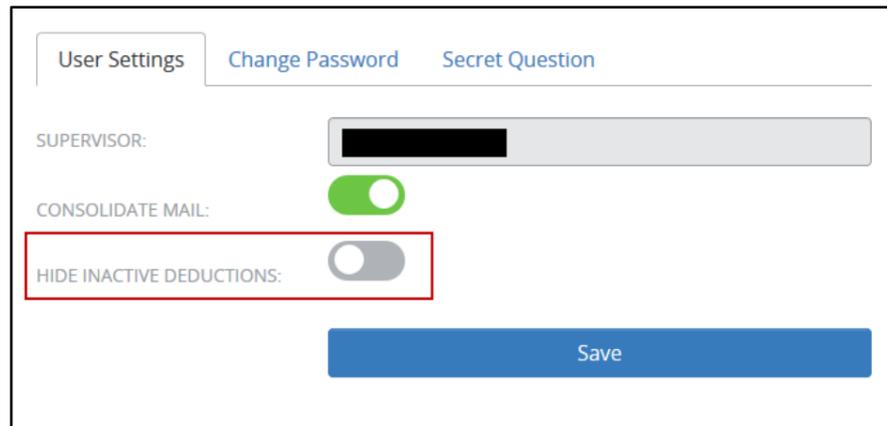


Example 2
Self Service Accounts and Deductions

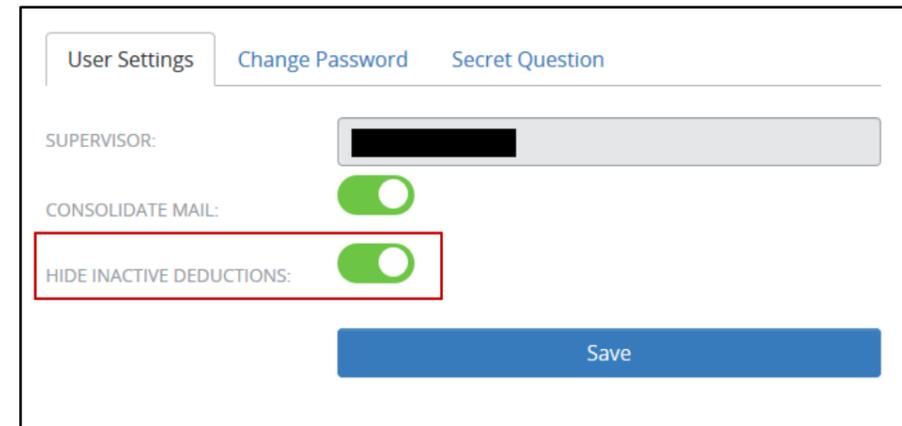
Access User Settings:



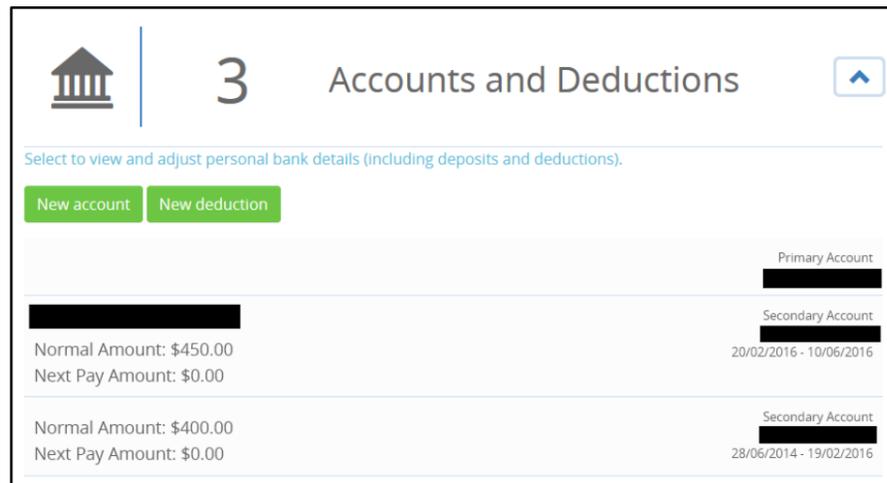
Hide Inactive Deductions defaults to not enabled:



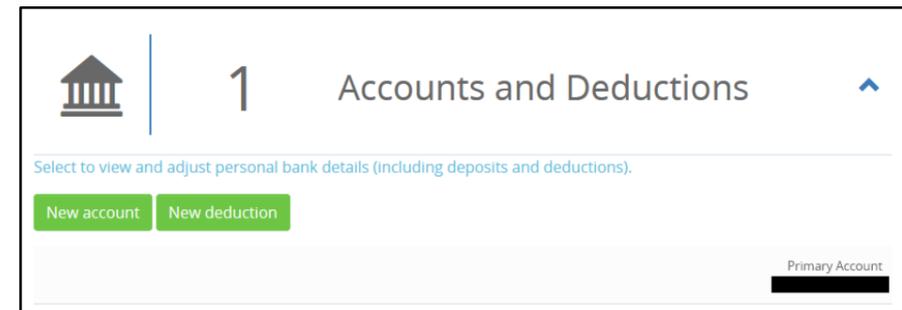
Toggle Hide Inactive Deductions to enabled:



Example of Accounts and Deductions when Hide Inactive Deductions is not enabled:



Example of Accounts and Deductions when Hide Inactive Deductions is enabled:



Example 3

Core Parameter Forms or Pick Screen

Parameter Form example:

Current:

Pay Summary Report Parameters

Parameter

Parameter Id []
Component ER019_PAY_SUM
Description []
Owner []

Save Parameter Changes

Selection

Notation []
Pay Entity [] [] [+ -]
Date Selection Last Tax Year [] [] [^ v]
Date Paid From [] Date Paid To []
Format Type Payroll Details
Display Details Employee Details Summary Only

Output

Sort By (no sort) Employee No Employee Name
Report
Printer PRINTER Uniface Print Model (PRINTER) (100%)
File
File Path H:\Aurion\aurion.txt Local
Send File To []
Reconciliation File Path [] Local

Accept Cancel

New:

Pay Summary Report Parameters

Parameter

Parameter Id []
Component ER019_PAY_SUM
Description []
Owner []

Save Parameter Changes

Selection

Notation []
Pay Entity [] [] [+ -]
Date Selection Last Tax Year [] [] [^ v]
Date Paid From [] Date Paid To []
Format Type Payroll Details
Display Details Employee Details Summary Only

Output

Sort By (no sort) Employee No Employee Name
Report
Printer PRINTER Uniface Print Model (PRINTER) (100%)
File
File Path H:\Aurion\aurion.txt Local
Send File To []
Reconciliation File Path [] Local

Accept Cancel