Casual Worker EOM
Department Readiness Overview

V 0.3 21/12/21 - simplified department readiness slide

Lee Jenner
Get to know the system, decide how you will use it and capture the data required to setup your department.

Work out the impacts and what communications and training will be needed to prepare everyone.

Identify who will be the support contacts for staff and workers in the department.

Review the training guides, videos and comms. Make department specific copies if required.

Capture your assessment in a copy of this.

Capture your decisions in a copy of this.

Capture the data for the live system in a copy of this.

Capture impacts in a copy of this.

Use this for reference.

Create department version in a copy of this.

Attend preparation session with Change Manager.

Deliver comms and training to prepare people.

Follow the comms and training plan.

Respond to queries. Refer to and feed into the FAQs.

Capture your assessment in a copy of this.

Capture impacts in a copy of this.

Use this for reference.

Casual work scenarios guide

Department decisions by scenario

Department data template

Department impact assessment

Department comms and training plan sample

Department comms and training plan template

User guides & videos

Email drafts

FAQs

Store your completed templates in your own department folder in UAG Teams channel /Files/EOM templates and guidance/EOM department folders

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Steps for preparing to go-live and the documents to support each step

Plan system use and setup

Plan comms & training

Prep for comms & training

Deliver comms & training

Department readiness

Start here

CASUAL WORK SCENARIOS GUIDE

DEPARTMENT DECISIONS BY SCENARIO

DEPARTMENT DATA TEMPLATE

DEPARTMENT IMPACT ASSESSMENT

DEPARTMENT COMMS AND TRAINING PLAN SAMPLE

DEPARTMENT COMMS AND TRAINING PLAN TEMPLATE

USER GUIDES & VIDEOS

EMAIL DRAFTS

FAQS

DEPARTMENT READINESS CHECKLIST

A week before go-live, assess whether the department will be ready to go-live as planned.
**Simple E2E process**

- **Department**
  - Role
  - Rate
  - Hiring Manager (level 1 approver)
  - Start date and duration
  - Worker

- **Role**

- **Rate**

- **Hiring Manager (level 1 approver)**

- **Start date and duration**

- **Worker**

**Dept Admin adds new Requirements Schedule entry**

**CWT check and onboard new worker**

- Perform RTW checks
- Issue Casual Hours Agreement
- Onboard to payroll system
- Set Requirements Schedule ready for timesheet

**Casual Worker performs work and submits timesheet**

- Navigates to correct week
- Selects Dept/role
- Optionally selects Programme/Module, Rate, Hiring Manager
- Enters hours for each day of the week
- Submits timesheet

**Hiring Manager checks and approves timesheet**

- Opens timesheet
- Checks role, rate, programme/module and hours
- Optionally adds cost codes
- Approves timesheet

**Payroll Approver checks and approves timesheet**

- Opens list of timesheets waiting approval
- Checks
- Enters or corrects cost codes
- Approves ready for payroll

**Payroll Team extract for payroll processing**

- Extract all timesheets approved by Payroll Approvers and process for payment

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In the sandbox, all users can perform all these steps
Provide framework, templates, generic user guides, videos, emails and web content for departments

Proactively work with department contacts to plan and execute local readiness activities, including live demos/training

Manage sandbox environment used by department contacts

Prepare department contacts for their role in readiness, identifying resistance and early life support

Determine how their casual work scenarios will be managed using the new system

Assess local impact and prepare comms and training plan

Complete department data template

Train and prepare Hiring Managers, Dept Admin, Payroll Approvers and Workers

Support local users during preparation and after go-live. First point of contact for queries.

Learn new processes and prepare for go-live.

Help to ensure workers are aware of changes and are prepared

Follow the new procedures after go-live

Raise queries or concerns with departmental contacts

Submit all past due timesheets

Use the new app from go-live

Raise queries with local contacts
Have a question or would like to arrange a meeting or demo?

Email cwcproject@imperial.ac.uk

Or post a message on the UAG Teams channel