pennsylvania
OFFICE OF THE BUDGET

TO: All Directors of Administration for
Agencies Serviced by the Bureau of Commonwealth Payroll Operations (BCPO)
Using ESS/SAP for Travel Expense Reimbursements

FROM: Stephen R. Burns
Director
Bureau of Commonwealth Payroll Operations

DATE: October 25, 2016

RE: BCPO Memo #16-01, Changes to ESS Travel Management Menu & Launchpad

On October 29, 2016, employees using Employee Self Service (ESS) will see changes to the ESS Travel Management Menu and Launchpad. This change is a result of ESS system-related updates and could result in employee inquiries to agency help desks and other employee support personnel.

Current Menu

The current menu that employees are used to seeing in the left navigation area opens up a list of bulleted options:

The employee is able to click on any of these linked options and the right side of the screen will result in a different Launchpad display based on what was selected.

New Menu and Launchpad

The new menu will contain only one option on the left side of the screen:
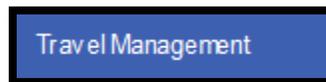
When selecting this option, the right side of the employee's screen will display a Launchpad with two tabs titled Alerts and Travel Actions. The Launchpad's default display is the Alerts tab.

Employees must click the Travel Actions tab in order to display the full menu of options.

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When selecting the Travel Actions tab, the screen will display as follows:
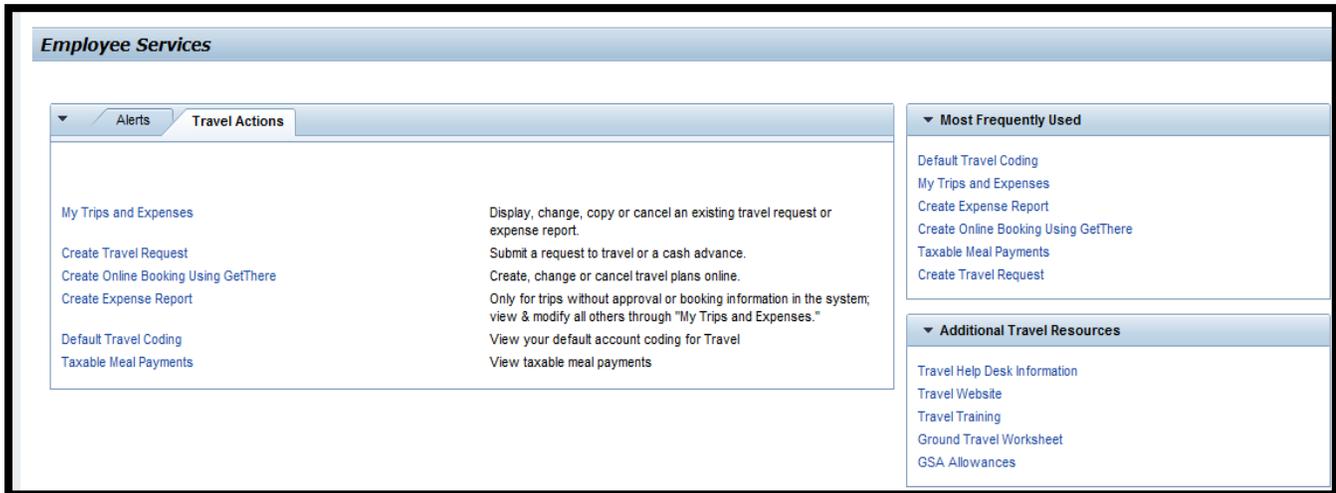
Initially, the "Most Frequently Used" section will be blank. As the employee begins using links in the Travel Actions menu, the "Most Frequently Used" section will begin to add those menu items in a list. When selecting an option from any of the lists on the Launchpad, a new internet browser window will open.

All of the links from the current ESS Travel Management menu will still be available in the new Travel Actions menu. There are no additional links on the new menu.

The intent of this memo is to assist employee support personnel and agency help desks in handling any questions that may arise regarding these changes, so please distribute this memo to the appropriate personnel. If there are any questions regarding this memo or the changes to ESS Travel Management launch pad that can't be answered internally within your agency, please refer them to BCPO's Travel Audits Help Desk at co-travelaudits@pa.gov.

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