

EA One Timecard Top Tips: Timecard Process

How often should timecards be completed?



Weekly submission of timecards is strongly encouraged. Friday afternoon or Monday morning is recommended. As well as providing Payroll with more timely information, the system is also more user friendly when timecards are completed weekly. If you are likely to miss a submission deadline, you should contact your relevant Payroll Officer to notify them.

Will the Submitter receive an email when the timecard is ready for approval?



When the timecard is Validated, the Submitter should receive an email notification prompting them to Approve. The Timecard Submitter should then log into the timecard and select the relevant week. They should see the Status column now says "3-Validated Lines". This indicates the time is ready for Approval. Timecards **cannot be Approved directly via email**.

What happens if a the Submitter wants to amend what the Inputter has recorded?



The Submitter should notify the inputter that a correction is needed. The Inputter can then return to the timecards and make any necessary adjustments.

Can I see if a specific week's timecards have been Approved and are with Payroll?



Yes, the timecards which have been approved will display as '4 -Approved Lines'.

Can I amend a timecard after submission?



Once approved the timecard cannot be amended by the Inputter. In the event a change has to be made, the Inputter should follow the current process of emailing the details to Payroll who can then make any necessary amendments, such as cases where sickness and additional hours or overtime were not recorded.

Can school timecards be submitted in advance for summer periods?



Yes, however the same weekly submission process will be in place for schools during summer months, we would recommend scheduling time with your relevant Submitter to Validate (as Inputter) and Approve (as Submitter) each week in order. This is because the **previous week's time** will need to have **been approved** before you can **successfully validate the next week**. Please contact Payroll if adjustments are required.

How are timecards recorded for staff with multiple assignments?



Each assignment will be displayed separately within the 'Timekeeper Group'. The assignment number will be listed, followed by a dash and numerical value indicating whether this is their second, third assignment. E.g. 21005324-2. The 'Assignment Details' section will display the assignment title, e.g. Super Asst.

When should I use the 'Abandon Timecard' button?



This is available for the inputter to use if they have made an error on an individual's timecard and would like to start again, but should only be used **as a last resort**. Selecting this button will delete the individual's timecard, and generate a new line. Preferably, we would advise a more straight forward option which is to amend the existing line as required – using the 'Add Row' and 'Delete Row' buttons. A record of using this feature will display in the Timekeeper Group.

Will Oracle keep track of staffs' entitlements?



Yes, the system will automatically keep track of entitlements, e.g. how many special leave days a worker is allowed.

Where to find more support

More information and user guides are available on the EA One Hub, or you can contact the EA One mailbox.



[EA Staff Hub – EA One](#)



EA One Helpdesk
02890 418 060



EAOneHelpdesk@eani.org.uk

EA One Timecard Top Tips: Entering time



Recording a week long absence

If you want to record a week long absence, as a shortcut you can double click on the Basic line and change this to the relevant type of absence. This also avoids a common error, where a Basic line with zero hours will give you an error message 'Hours entered must not be zero' after Checking the timecard.



What's the difference between 'Additional Hours' and 'Overtime'?

'Additional Hours' should only be used for staff working under 36 hours per week. For staff working a full time week (36 hours per week) 'Overtime Hours' should be used. A warning message will appear in the case that 'Overtime' or 'Additional Hours' have been used incorrectly and you should update accordingly.

However, an employee under 36 hours per week can be allocated overtime if the work took place outside their normal working day, i.e. after 6pm. This could be a factor for school staff who work at open nights, prizegivings etc.



Recording Covid-19 absence

To record an absence in relation to Covid-19, for the first ten days you should select "*Special leave paid*" from the drop down menu, and then select an appropriate reason, for example "You have a confirmed Covid-19 test result". This will apply relevant cost codes automatically. For any continued absence after the first ten days, you should record the absence as Sickness. Please follow this link for more guidance: <https://www.eani.org.uk/ea-staff-hub/covid-19-hr-faqs>



How is a change of contractual hours recorded on the system?

You should access the relevant "Change in contractual hours request" form, accessible through the timecard 'Help' button, and the [Useful Forms](#) tab. This should be completed and emailed to your relevant HR contact. When HR has actioned this change, the timecard will then start to update with Basic hours updated to reflect new work pattern. It is worth noting, that the Inputter can manually update the 'Basic' hours listed until HR have processed this form and updated the timecard with the new working pattern.



How do I correct "No previously approved timecard" error after I've validated?

This is due to the system requirement to have the previous week's time approved before the next week can be successfully validated. To correct this error, you will need your submitter to approve the previous week, then you can re-check and re-validate.



Will school closures and Statutory Holidays be pre-populated on timecards?

Yes, the majority of school closures will be pre-populated on timecards (summer break etc), but some exceptional school specific closures will have to be manually recorded on timecards e.g. snow days as 'Special Leave Paid'. These days will not apply to all staff, so please check any warning messages when you try to record a school closure. School closures that are not pre-populated on timecards should be recorded as "School Closure" for all Term Time and Retainer Fee employees. All other employees should record hours worked, sickness and other absences or holidays etc, in line with normal processing.



Should I record annual leave on the timecard? Or Flexi-hours?

Annual leave should be recorded for mid-month (M2) paid staff using the Holiday Hours option. For month-end (M1) staff, you do not need to record annual leave on the timecard. **Belfast and Omagh staff** can record annual leave through **EA One Self Service**, however all other regions should continue to manage this through the existing process as they do not have this functionality yet. Similarly, flexi-hours should be maintained off-system, and not recorded on the timecard.

Where to find more support

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How should I record an employee who has left their position but still appears on the timecard?

Please record the relevant time using the “terminated assignment” option. You should also ensure any necessary leavers forms are completed and submitted to HR in a timely manner.



How should I record a sickness absence for less than 1 day?

Sickness absence should only be recorded if the employee is sick for at least ½ day (½ of their daily hours) or for a full day. For ½ day sickness, the inputter would record ½ daily working hours in the basic line and ½ in a newly created sickness line for the appropriate day.



What do I do regarding ‘time in lieu’/flexi arrangements?

These should not be recorded on the timecard, and any records should be maintained off system.



Do I need to add in sickness over the weekend for it to register as continuous?

No. Sickness is no longer needed to be keyed in over the weekend. Oracle recognises sickness on a Friday and also on Monday and links the two dates. Sickness is now keyed through the actual hours input on the Timecard.



Will child-related absences (e.g. maternity) automatically populate on the timecard?

Yes. Once a child-related absence has been processed on the system, this will be reflected on the timecard.



For New Hires with multiple assignments, do I submit one Temporary Engagement form per assignment?

Yes. Each post/assignment is standalone, so one form per post is needed.



Where do I need to send Doctor’s Notes/Medical Certificates?

Original copies of documents need to be provided to your designated Payroll contact as before.



How can I download a copy of my timecard to keep a record of each week?

A ‘summary report’ can be downloaded locally to allow inputters/submitters to keep a permanent record of the timecards available for each week. Inputters/submitters should click the ‘Summary Report’ button on their timecard, click the ‘Action’ button and click ‘Download’ from the dropdown menu. Once clicked, it will prompt you to download the summary report in a certain format – click the ‘CSV’ option which will download an Excel spreadsheet. You will be able to print off the summary report from Excel.

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EA One Timecard Top Tips: Timecard Data



When new staff come into my school or team, will they automatically appear on the relevant timecards?

Yes, once staff are recruited and have their paperwork recorded onto the system, they will begin to appear on the timecards from their relevant start date. Please note, this will depend on timely and complete return of the relevant HR forms, so please submit these to HR as soon as possible.



What should I do if my Inputter or Submitter is off?

As much as possible, every timecard should have a back up Inputters and Submitter identified and recorded on the system. If the primary Inputter or Submitter is off, then the back up should be prepared to stand in to complete the timecards for that week. In the event of further unexpected absences, or if it's not possible to identify a back up, then you should contact the EA One Helpdesk as soon as possible to assess potential options.



How do I know who the main or backup Inputter and Submitter for my area is?

The respective roles of back up and primary inputters should be managed within the different schools or Service areas. All Inputters and Submitters will have the same level of access on the system itself regardless of their role as a primary or back up Inputter or Submitter.



How do I add, amend or remove an Inputter or Submitter from a timecard?

Please first agree this request with your line management, then get in touch with the EA One Helpdesk who will help you with this change. If you are a school, please include acting principal approval when contacting the EA One helpdesk. Please note, the Inputter and Submitter responsibility is tied to a position, rather than an employee. So for example, if a new Principal joins a school, or a member of admin staff is brought in to replace a member of staff who was an Inputter, they will retain the same Inputter or Submitter access as the previous position holder.



How do I change who appears on my timecard?

Any new staff, or staff who have moved positions within the EA, or staff who leave the organisation, will all automatically update on their timecards in the appropriate way. If you would like to amend the structure of your timecard in relation to your current staff in their current positions, you should first discuss this with your Head of Service. If you would like to proceed with restructuring your timecards, please then contact the EA One Helpdesk who will help you start this process. Please be aware, restructuring will involve a number of steps that cut across HR, Payroll, Finance and Procurement data, and so it needs to be carefully managed and timed.



How do new staff get training?

There is a range of training material available on the [EA One Hub](#). Instructor led training sessions will also be available at specific times in line with the wider EA One implementation. To check on available dates, please contact EAOneHelpdesk@eani.org.uk



Can I add new people to the bottom of my timecard like on ResourceLink?

No. New employees/assignments will only appear on timecards when they have been set up by HR – you cannot add them on manually. To set an employee up on the timecard you should complete the relevant HR form, and once actioned by HR, they will begin to appear on your timecard from their start date. You may need to record their previous weeks' time in the timecards for each of those weeks from their start date.

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EA One Timecard Top Tips: Holiday Period Timecard Completion



Can school timecards be submitted in advance for holidays e.g. summer periods?

Yes, the same process will be in place for schools during summer months, we recommend that both inputters and submitters should schedule time together to Validate and Approve each week in order. This is because the **previous week's time** will need to have **been approved** before you can **successfully validate the next week**.



What should be inputted for Term Time and Retainer Fee employees over the holidays e.g. summer period?

The hours type "School Closure" will be preloaded for all Term Time and Retainer Fee employees for 'standard dates' e.g. bank holidays around the Christmas period. If you have any additional School Closure dates e.g. Halloween mid-term, please record these applicable for the relevant Term Time and Retainer Fee employees. For all other staff (i.e. Not Term Time or Retainer Fee employees) within your timecard, please record as hours worked, sickness and other absences or holidays etc, in line with normal processing.



What should be inputted for employees who are not Term Time or Retainer Fee?

If you have staff who are **not** Term Time or Retainer Fee employees within your timecard, please record as hours worked, sickness and other absences or holidays etc, in line with normal processing.



I have employees that are due to finish their post over a holiday period on my timecard, how should this be recorded?

If you have any employees that should be removed from the Timecard, please enter the "Terminated Assignment" timecard element and forward the relevant documentation to HR to terminate.

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