

**EA One Timecard Handbook**



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| **Introduction**  This handbook is designed to make it easier for end-users to fill in timesheets correctly and improve the quality of data sent through to payroll staff both in the EA and the DE. It will cover key areas of the online timecard process and answer frequently asked questions. This handbook provides a step by step guide to completing timecards as well as additional guidance on best practice, alongside EA and DE Policy. Please note this document will be further developed as the EA One project moves into live, based on FAQs and additional updates to best practice.  If you cannot find the answer you are looking for in this handbook, contact the EA One helpdesk. Your query will be forwarded to a member of the team who will be happy to assist you. Contact details are:   * **Email**: [EAOneHelpdesk@eani.org.uk](file:///C:\Users\Sterlinga\Documents\EAOneHelpdesk@eani.org.uk) |

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| Contents  [July 2024 Timecard Update 3](#_Toc170893457)  [What are Online Timecards? 6](#_Toc170893458)  [Key terms for timecard users 6](#_Toc170893459)  [Guidance for Permanent Teaching Timecards 7](#_Toc170893460)  [Timecard Completion Guide 10](#_Toc170893461)  [Timecard Best Practice Guidance 21](#_Toc170893462)  [21](#_Toc170893463)  [Managing a Large Timecard 21](#_Toc170893464)  [Searching for staff 21](#_Toc170893465)  [Filtering by Status 21](#_Toc170893466)  [New Hires 22](#_Toc170893467)  [Getting newly recruited employees onto the Timecard 22](#_Toc170893468)  [Getting direct hires onto the Timecard 22](#_Toc170893469)  [AccessNI checks 22](#_Toc170893470)  [Absences 23](#_Toc170893471)  [Inputting Absences on the Timecard 23](#_Toc170893472)  [Managing Attendance Policy (Sickness Absence) 23](#_Toc170893473)  [Absences requiring additional processes 23](#_Toc170893474)  [Holiday Period Timecard Completion 24](#_Toc170893475)  [Changing Assignment Information on the Timecard 25](#_Toc170893476)  [Change in Hours and/or Work Pattern 25](#_Toc170893477)  [Record a Leaver 25](#_Toc170893478)  [Additional Hours and Overtime 26](#_Toc170893479)  [Options Available on the Timecard 26](#_Toc170893480)  [Common Errors and their Resolutions 27](#_Toc170893481)  [Failed Validate Lines – No Previously Approved Timesheets Exist 27](#_Toc170893482)  [Hours Entered Must Not Be Zero 27](#_Toc170893483)  [Special Leave Paid – Reason Error 28](#_Toc170893484)  [Callout Error 28](#_Toc170893485)  [SEN Additional Hours Error 28](#_Toc170893486)  [Exceed Comment Limit Error 29](#_Toc170893487)  [Employee Sickness Error 29](#_Toc170893488)  [Glossary – Timecard Definition List 30](#_Toc170893489)  [Timecard Elements 30](#_Toc170893490) |
| July 2024 Timecard Update A number of updates have been applied to the Timecard application in July 2024 to make it easier for you to identify and correct mistakes on your timecard. Please review the below changes and familiarise yourself with them.  The steps in the Timecard Completion Guide have also been updated accordingly.  **Timecard Search** **Screen**  The Timecard selection page, detailing out the Period Name and Timekeeper Group options.  When you are selecting a timecard, the **Period Name** now must be selected first, and then the **Timekeeper Group.**  **Important for Inputters/Submitters with Multiple Timecards:** if **Timekeeper Group** is selected first before the **Period Name** then the Timekeeper Group will default back to the first Timecard in that list.  An Inputter would then have to reselect the Timecard they would like to amend.  **Auto Refresh Function**  The main timecard page, showcasing how the Find button has been removed, and an option to select the Timekeeper group has been added.  The **Find** button has now been removed from the Timecard screen – the red box on the above screenshot shows where this used to be.  **Timekeeper Group** can now be changed within the Timecard screen (Inputters with multiple Timekeeper Groups only).  The Timecard will now automatically refresh to the selected Timekeeper Group, whilst remaining on the current selected Period dates. **Period** can still be changed within the Timecard screen.  The Timecard will automatically refresh to the selected Period, whilst remaining on the current selected Timekeeper Group.  **Check Timecards Pop Up Screen**  Example of the Check Timecards Results output. In the screengrab a red error and yellow warning are both highlighted against individual lines.  A new **Check Timecards Results** box now appears when **Check Timecards** button is selected.  This highlights to the Inputter any Assignment ‘Lines’ that have been Successful and those that are in Error or with Warnings.  Please Note, an Assignment can have more than 1 line. To return to the Timecard, just click on the **Return to Timecards** button in the Pop-Up box.  This will also automatically refresh the page.  **Validate Timecards Pop Up Screen**  **Example of the Validate Timecards Results output. In the screengrab two red errors and yellow warning are highlighted against individual lines. The top-most error if due to the line not being eligible for validation.**  The **Validate Timecards Results** pop upbox now appears when the **Validate Timecards** button is selected.  This is similar to the Check Timecards pop up above but with an additional validation column called **Not Eligible for Validation.** This column indicates that there was a previous Error in the Check Timecards stage that was not addressed.  To rectify this error the Inputter must review the error message on the Timecard and adjust accordingly.  The Inputter must then Check the timecards ensuring the error is no longer there and then proceed to Validate the timecard.  **Submitter - Approving Timecards**  Example of the Approve Timecards Results output. In the screengrab a message highlights that 1 timecard needs to be checked and validated before being approved.  The **Approve Timecards Results** box now appears when **Approve Timecards** button is selected.  This highlights to the Submitter that there is a timecard line(s) that has not been Validated.  The Submitter should review with their Inputter which employee still needs to be Checked and Validated before Approval will process.  To return to the Timecard, just click on the **Return to Timecards** button in the Pop-Up box.  This will also automatically refresh the page. |
| What are Online Timecards? Online timecards capture the hours every employee works each week to ensure timely and accurate payment. Timecards are entered and submitted as follows:  An infographic with 5 headings. Here is the text against each heading. Heading 1 - Record time and exceptions (Inputter): Your staffs’ basic hours will be pre-populated. You need to record any exceptions, for example absences, such as sickness, or any additional hours or overtime. Heading 2 - Check timecard (Inputter): An automated Check will review all your recorded time, and flag any errors or warning messages based on EA pay and HR policy, along with a suggested fix.  Heading 3 - Validate timecard (Inputter): Once your timecard is correctly checked, the Validate button will notify your submitter the Timecard is ready for their review. Heading 4 - Approve timecard (Submitter): The Submitter reviews the timecard and Approves. Heading 5 - Payment: The timecard will go through to Payroll for processing and payment.  To help best manage your information, we would encourage **all inputters and submitters to submit Timecards on a weekly basis.** Failure to complete and submit accurate timecards could result in your employees being paid incorrectly. Key terms for timecard users  * **Timecard Inputter**: The individual(s) responsible for recording the worked hours of employees in an organisation on the timecard. * **Timecard Submitter**: The individual(s) responsible for reviewing the work of the Inputter(s) and approving the timecard for submission to Payroll. * **Assignment:** A job/role that an employee works, equivalent to a post on ResourceLink. An employee may have multiple assignments, with each requiring time recorded separately. * **Timekeeper Group:** The list of staff and their posts that appear on the timecard. * **Period Name**: The weekly period you are viewing the timecard for, e.g. week commencing 22nd February. |

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| Guidance for Permanent Teaching Timecards This section is designed to make it easier for inputters of Permeant Teachers’ Timecards to fill in timesheets correctly and improve the quality of data sent through to payroll staff. It provides additional guidance on best practice and DE Policy.  **Follow the guidance in the rest of this handbook for details on the core process, timecard basics and common issue resolutions. This section specifically covers DE policy for Permanent Teaching staff, and how this should be reflected on your timecard.**  **Holiday Period and School Closures**  Due to school closures over the summer period, timecards will be opened at the end of term each year for a limited period to allow advance submission for **July to Mid-August.**  For any school that wishes to submit timecards in advance for July to Mid-August they will have access to do so**.** Each year, there will be communication from the Teacher’s Pay Team and EA One Helpdesk on the relevant details.We suggest that Inputters work alongside Submitters during this period to have timecards approved in advance.  **The normal timecard process of** **approving one week before inputting the following week applies**.  **Sickness**  All sickness absence recorded on timecards will be monitored in line with the DE’s Managing Attendance policy. Employees are expected to record all sickness in accordance with this policy, and Principals must monitor sickness absence in a fair, consistent, and confidential manner.  **When adding sickness to a timecard, you do not have to give a reason – the employee will do this through Self-Service.**  The employee can self-certify using Employee Self-Service on EA One for short term sickness up to 7 calendar days or provide evidence for longer-term sickness. Original copies of documents need to be provided to your designated Payroll contact as before.  **Covid Absence**  Any employees unfit for work due to Covid 19 should be recorded as sickness on the relative Timecard.  Covid 19 related absences will no longer be recorded on the Timecards.  **Phased Returns to Work**  When a Phased Return to Work from long term sickness has been agreed by all parties concerned and Teachers’ Pay Team have been notified of the agreed working plan, the following action should be taken on the School Timecard.  The employee should be recorded as sickness up until the first day of phased return. Any agreed gaps between the last day of sickness and first day of the phased return should be recorded as Basic hours.  The Timecard Inputter should record the days **not worked** as follows:  Select **Special Leave Paid** from **Hours Type**, record contracted hours against days not worked and select **Phased Return** from the drop-down list in **Reason** column.  **This should be recorded for each week of the Phased Return absence**.  **All child related absences (maternity, paternity, SPL, adoption)**  These are processed by the Teacher’s Payroll Team on receipt of the required approved forms, for example, TR160 / TR160a / TR162 forms for notification of maternity / adoption / shared parental leave absences.  These forms can all be found on the [Department of Education website](http://www.education-ni.gov.uk/articles/useful-forms-teachers), or on the [Education Authority website.](http://www.eani.org.uk)  Once the approved forms are received by Payroll and the absence recorded, the employee’s Basic hours will automatically be replaced by the relevant child related absence for the duration of their leave.  **Inputters will not need to record this each week.**  **Keeping In Touch (KIT) Days**  A teacher in agreement with their Principal can work up to 10 keeping in touch days during maternity / paternity / adoption / shared parental leave to ease return to work.  The K.I.T. day authorisation form should continue to be submitted by the Principal detailing hours / days worked in each month.  The Inputter should record all K.I.T. days worked (to match K.I.T. authorisation form) on the weekly Timecard for their respective school.  **Career Breaks**  A Career Break is a period of a special leave of absence without salary for a period between **one year and five years.** Please see [here](https://www.education-ni.gov.uk/publications/tnc-2009-5-career-break-scheme) for more details.  Once the relevant approval has been authorised and the Career Break application received and processed by Teachers’ Payroll Team, the career break absence will pre-populate on the Timecard.  **You will not need to record this each week.**  **Secondments**  The majority of secondments will be paid, if in doubt please contact the Teacher’s Pay Team.  Timely notification of an approved secondment should be forwarded to Teachers’ Payroll Team who will process the absence, which will pre-populate the secondment on the Timecard, meaning no action necessary by the Timecard Inputter.  The **Hours Type** Options **Unpaid Secondment Reckonable** and **Unpaid Secondment Non-Reckonable** on Timecards are not applicable for teachers.  **Paid / Unpaid Suspensions**  For **Paid Suspension** the Inputter should select this option from **Hours Type** and record dates as normal.  There is currently no option under **Hours** **Type** to select **Unpaid Suspension**, so the Timecard Inputter should instead select **Special Leave Unpaid** and select **Suspended** from Reason column on Timecard.  **Both Paid/Unpaid Suspensions should be recorded on the timecards each week.**  **Training Days**  All Training Courses should continue to be recorded. Inputters should select **Special Leave Paid** from the **Hours Type** Menu and then choose the relevant teacher training option from the drop-down list in **Reason** column on Timecard.  **Changing Assignment Information on the Timecard**  To ensure any updates to employee’s information is reflected on the timecard, such as when they change their hours or leave their post, all changes should be made using the relevant forms which can be found on the  [Department of Education website](http://www.education-ni.gov.uk/articles/useful-forms-teachers) andsubmitted to the relevant HR/Employing Authority Representative for submission to Teacher’s Pay Team in line with agreed deadlines**.**  **Failure to submit required documentation on-time will result in your employee getting paid incorrectly.**  **Change in Hours and/or Work Pattern**  Once this change has been agreed at School/Service level, a TR142 or TR142V form (as applicable) should be forwarded to the relevant HR/Employing Authority for authorisation and submission to Teachers’ Payroll Team.  **Please do this as soon as possible to allow for the changes to be made in advance.**  When the authorised form is received by Teachers’ Payroll Team, the required changes will be made to the weekly hours and work pattern. Once this is complete, it will automatically update on the timecard and the assignment’s Basic hours will be updated to reflect the new work pattern.  **School Closures**  In order to record a School Closure such as the October Mid-Term break for Teaching Staff, please add a comment to the first employee on the timecard with the closure dates for the whole school. You will need to state Exceptional, Vacation or Optional Closure.  For example, if your school was closed for the October Mid-Term break from Monday 30th October - Friday 3rd November - please add a comment saying "School Closure - Vacation: 30/10/23 - 03/11/23" on the first employee on the timecard.  You will also need to add this comment for the relevant dates in the November timecard (e.g., 1st November - 3rd November).  The EA One Project will deliver an improved solution for recording School Closures in the near future, and will share communications and refreshed training materials when this is ready. |

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| **1** | Timecard Completion Guide **NOTE**  **ALWAYS ensure when completing a number of weeks’ timecards, that they are completed in the correct chronological order. If you do not do this you will get an error, and not be able to send the week you are working on until the week before has been approved.**  **The timecard inputter begins the process.**  Login to Oracle using your username and password. Once you have entered this information, click **Log In**. Your username will be your staff number, with a 1 digit prefix depending on your region (1 for Belfast, 2 for Omagh, 3 for Ballymena, 4 for Dundonald, 5 for Armagh, 6 for teaching staff and 7 for any new staff following the introduction of Oracle)  The Oracle login screen, showing the username and password fields. |
| **2** | On the Oracle homepage, select **EA Timecard Inputter, Education Authority BG.**  The Oracle Homepage, showing the EA Timecard Inputter Option. |
| **3** | Select **APEX Timecard**. This will open the APEX Timecard in your web browser.  The Oracle Homepage, showing the EA Timecard Inputter Option and APEX Timecard Option. |
| **4** | Select the relevant **Period Name** and then **Timekeeper Group** from the drop-down menus. Then click **Find**. Your period name is the week you will be working on. Your timekeeper group is the name of the organisation, e.g. Abbey CC.  The timecard navigation screen, showcasing the top main dropdowns: Period Name and Timekeeper Group. |
| **5** | The following window will open, showing all employees’ assignments for the timekeeper group. **Assignments are individual jobs**, e.g. a clerical officer or a cleaner. **Some employees may have more than one assignment,** so if you see an employee’s name appear more than once this is not an error **– each line on your timecard denotes a different assignment.**  If you need to make amendments to an individual assignment’s hours, **select the assignment** by clicking on its name as shown. The selected row will turn green and the assignment’s timecard will open.  The timecard main screen, showing an example timecard with both the staff on the timecard, and an example of someone's regular working hours. |

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|  | **Tip**  You can check details of an assignment’s basic hours by clicking **Show Work Pattern**.  Employee details |

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| **6** | Now scroll down the page – the assignment’s weekly hours will be displayed as shown, with their **Basic** hours loading by default. **If the employee worked these basic hours in a given week, you do not need to do anything else with their timecard and can proceed to Step 14.** Change is only required if there is an amendment to the basic hours, such as sickness or additional hours.  To make changes, click **Add Row.**  An example of someone's standard weekly hours. |
| **7** | A drop-down menu will appear. Select the required type of time to record. In this example, we will use **Additional Hours**.  This picture shows the different types of time you can record on a timecard. |
| **8** | Click in each cell to type in the necessary time alterations. **Unless recording additional hours/overtime, ensure that the hours all total up to those stated in the assignment’s weekly required hours.**  In this example, the employee worked 2 additional hours on the Monday, so **2** has been entered in the **Additional Hours** field as shown. Then select a reason from the dropdown (circled below), and input further details in the **Comments** field.  **NOTE: Additional Hours will only apply if the employee works less than 36 hours in a week. For any hours above this, use Overtime.**  An example of a change made to the timecard where additional hours have been added on the Monday. |
| **9** | Click **Save** to confirm the changes.  An example of the weekly hours drawing attention to the save button which is circled in red. |
| **10** | To select the next employee/assignment, simply click their row from the employee list as you did in **Step 5.**  A prompt to select the next line on the example timecard, where the next line is highlighted in red. |
| **11** | The assignment’s timecard will open. For this example, we will demonstrate how to add sickness absence.  Again, click **Add Row** and then select **Sickness.**  An image highlighting the Add Row button being selected, and also showing the Sickness option highlighted in the dropdown. |
| **12** | When entering any absence related rows on the timecard, you **must remove the equivalent number of basic hours they replace. If you do not do this, the timecard will generate a warning message as the employee will be overpaid.**  In this example, the employee was off sick on Monday. They normally have **6 basic hours** on a Monday. To process this correctly, we set Monday’s **Basic hours to 0,** and **add 6 hours in Sickness.**  An example of the numbers on the Monday being amended on the timecard to replace regular hours with sickness hours.  **In the case of absence for a whole week**, the process is slightly different. In this case, **do not change the hours themselves –** instead double click on Basic and change it to the relevant absence. In our example below, you can see we have changed Basic to Sickness.  An example of the sickness option in the reason dropdown being selected. |
| **13** | Click **Save** to confirm the change.  The Save button being highlighted on the timecard example, circled in red. |
| **14** | Once you have made all required updates, you will need to check the timecard using the **Check** function. This will alert you to any **Warnings or Errors.**  A **Warning** will alert you to something that **may** be incorrect or need reconsidered. However, once you have seen this warning, you will still be able to process the timecard even if you make no changes.  An **Error** will prevent you from progressing the timecard for this particular Assignment until you have made an update that resolves it.  Begin by clicking **Check Timecards.**  An example of the Check Timecards button being clicked - this is highlighted in red  When you click this, you will see a pop-up like the one shown below. This will tell you if there are any errors or warnings on your timecards, and highlight the lines these apply to.  Example of the Check Timecards Results output. In the screengrab a red error and yellow warning are both highlighted against individual lines.  On the timecard itself, correct lines with no issues will update to **Checked** as shown. Even if you have a series of correctly checked lines, we recommend you look at the following steps to be aware of how Errors and Warnings can be resolved.  Examples of correctly checked lines  If you encounter an **Error**, you will see **Failed Check Lines**. If you encounter a **Warning**, you will see **Checked Lines (Warning)**.  **Examples of both a failed check lines and a checked lines with a warning** |
| **15** | Regardless of whether you encounter a **Warning** or **Error,** the **Message** field for the relevant timecard row will populate with the reason why it occurred.  Let’s look at an example Error first. Open the assignment causing the Error. We can see that the **Message** field of the Special Leave Paid row has been populated.  An example of the error message - circled in red - produced when an error is raised |
| **16** | Running the mouse cursor over the populated **Message** field will open a black text box that displays the message in full. In this example, the assignment has had hours inputted for Special Leave Paid, but no reason for the leave has been provided.  The Error message text |
| **17** | To rectify this Error, we need to click in the **Reason** field for the Special Leave Paid row.  The blank Reason field, circled in red. |
| **18** | An appropriate reason is selected, in this example Carer’s Leave.  A list of reasons for Special Leave Paid, where carer's leave is circled in red |
| **19** | We can now click **Check Timecards** again. This time, the **Status** will update to Checked Lines.  An example of a timecard with fully correct checked lines, circled in red. |
| **20** | Now let’s look at a **Warning** example. Again, we select the assignment timecard with the Warning and scroll over the **Message** field to display the Warning in full.  In this example, the Basic hours do not match the assignment’s work pattern. This causes an alert asking if this change has been approved by HR. In this case, we’ll assume the correct paperwork has been sent, so we can ignore this warning.  An example of a warning for basic hours not matching a work pattern, circled in red on the example.  The full written text of the warning message. |
| **21** | When you check any lines with a Warning, it will still display as **Checked Lines (Warning). This means that the line has been successfully checked but the Warning remains. As long as you have acknowledged the Warning and made amendments if required, this is fine.**  All 3 types of possible return from the check timecards button, with the warning circled in red. |
| **22** | Once any Warnings/Errors have been resolved and all lines are displaying as checked, click **Validate Timecards.** Any Warnings will now be removed and all lines will display as **3 – Validated Lines**.  If there are any remaining errors or warnings, these will flag in the results pop-up, as shown in the example below. If you haven’t resolved issues from the check stage, it will remind you of these here in the **Not Eligible for Validation** column.  **Example of the Validate Timecards Results output. In the screengrab two red errors and yellow warning are highlighted against individual lines. The top-most error if due to the line not being eligible for validation.**  Once this step has been complete, the Timecard is ready for the Submitter and you can exit the system.  An example of the Validate Timecards button being clicked - this is highlighted in red |
| **23** | **The submitter starts from here – logged in from their own account.**  On the Oracle homepage, select **EA Timecard Submitter, Education Authority BG.**  The Oracle homepage, where the Submitter responsibility is circled in red. |
| **24** | Select **APEX Timecard**. This will open the APEX Timecard in your web browser.  The Oracle homepage, where the APEX timecard option is circled in red. |
| **25** | Select the relevant **Period Name** then **Timekeeper Group** that you are approving time for from the drop-down menus. Then click **Find**. Your timekeeper group is the name of the organisation, e.g. Abbey PS. Your period name is the week you will be working on.  The timecard navigation screen, showcasing the top main dropdowns: Period Name and Timekeeper Group. |
| **26** | If any of the lines show as **Failed,** inform the Inputter that changes need to be made as errors exist. When the Submitter is happy there are no errors or outstanding issues, click **Approve Timecards**.  The main timecard submitter screen, showing lines ready for approval. The Approve Timecards button is circled in red. |
| **27** | The following notification should appear in the top-right of your screen. This confirms the Approve process has been successfully run.  Approve Timecards Successful pop-up example.  **Note:** This box only indicates that the **Approve Timecards** process was successful. There may still be **Failed Lines** remaining if they were not previously corrected. To confirm there are no **Failed Lines** remaining, you can filter on **Status** before hitting the Approve button.  When you click approve timecards, if any timecards were not correctly validated an alert like the one below will flag. If you see this, ask the Inputter for the timecard to make the required updates and then approve the timecard again.  Example of the Approve Timecards Results output. In the screengrab a message highlights that 1 timecard needs to be checked and validated before being approved. |
| **28** | This will complete the timecard process, and the **Status** of all lines will display as **4 - Approved Lines.** This means the timecard has submitted successfully to Payroll.  The successfully approved timecard, where the status message - circled in red - has updated to approved lines. |

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| Timecard Best Practice Guidance Timecards  How to maintain your timecard information |
| Managing a Large TimecardSearching for staff When you need to look up specific staff to record exceptions against on a large timecard, you can use the search function to locate staff. **The search function can be ran against any information on the timecard.**   * Common search terms include: * Surname * Assignment (staff) number * Assignment type, e.g. CLASS ASST to look up all classroom assistants   The search bar is located underneath the Refresh button at the top of your timecard.  Example of the search bar.  When you enter search criteria and run this, all employees who match that criteria will appear at the top of your timecard. In our example, typing in the surname Smith has returned all employees with that surname.  Example of the search bar with content inputted, in this case the surname.  To re-open the full list of people on your timecard, click the **X** button circled above. Filtering by Status When working on a large timecard, it is also likely that you will need to filter to show any issues arising as part of the check timecards function. The two key things you will need to locate are **Failed Check Lines** and **Checked Lines (Warning).** These are both explained in detail in the step-by-step guide in the section before. |
| New HiresGetting newly recruited employees onto the Timecard Any employees who are recruited through EA Online Recruitment will have their details captured on Oracle through the recruitment process. Getting direct hires onto the Timecard Any employees who are recruited outside of an Online Recruitment process will need to have information submitted to HR. If they are a new employee who has not worked with the EA before, the Self Service New Hire Form is the quickest way to get them onto your Timecard. |
| The employee will also need to submit their bank account details to HR to ensure payment. This can be either administered through Self Service (once live in Spring 2022) or by submitting over email to the relevant HR office. AccessNI checks AccessNI checks will need to be completed for relevant staff. **Employees that require an AccessNI check will not be paid until the check is completed successfully.** AccessNI checks are managed by the EA’s pre-employment team. Only when the checks are cleared will the employee’s record be updated to enable payment.  **Frequently Asked Questions**  ***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.  ***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 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. |
| AbsencesInputting Absences on the Timecard To add an absence, select the relevant employee’s assignment and add a new row for the relevant absence. Input the required hours, and then deduct these from the Basic hours. For example, if an employee normally works seven hours on a Monday, but was off sick for that entire day, you should set **Basic to 0** and **Sickness to 7**. If the absence lasts a whole week, you can also **replace the Basic row with the absence reason** by using the drop down menu**.**  You are **not required to record annual leave for salaried staff on the timecard.**  An example of a timecard with two forms of absences - holiday hours and sickness absence. Managing Attendance Policy (Sickness Absence) All sickness absence recorded on timecards will be monitored in line with the EA’s Managing Attendance policy. Employees are expected to record all sickness in accordance with this policy, and Line Managers must monitor sickness absence in a fair, consistent and confidential manner. **When adding sickness to a timecard, you do not have to give a reason – the employee will do this through Self-Service or an SC1 form.**  The employee can self-certify for short term sickness up to a week, or provide evidence for longer-term sickness. Self-certification can be accessed using Employee Self-Service on EA One. Alternatively, an SC1 form will also be accepted. Absences requiring additional processes Some absences require certain processes to be completed in advance:   * **All child related absences (maternity etc.)** – these are processed using the relevant HR form, for example the MAT1B form for maternity. Once these forms are complete and processed by HR, the employee’s Basic hours will automatically be replaced by the relevant child related absence for the duration of their leave. **You will not need to record this each week**. * **Any School Closures or Statutory Holidays that are not EA-wide**, i.e. those specific to one organisation. These are processed using current forms. Payroll will set up closures and statutory holidays on the system so that they will replace Basic employee hours on the required days. You can also still add unplanned School Closures directly to the Timecard when required.   **Frequently Asked Questions**  ***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.  ***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.  ***Can I submit timecards in advance during the summer, where some of my staff will be absent?***  Yes. Timecards can be submitted in advance. Any retrospective change requests should be sent directly to your designated Payroll contact, as you will be unable to make these changes yourself when the timecards have been approved.  ***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.  ***Will School Closures and Statutory Holidays automatically populate on the timecard?***  Yes. However, going forward any additional school closures that apply only to your school will need to be requested and approved before they can be manually added to the timecard. |
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| Holiday Period Timecard Completion Given school closures over the summer period, timecards will be opened at the end of term each year for a limited period to allow advance submission for July and August.  For any school that wishes to submit timecards in advance for July and August they will have access to do so**.** Each year, there will be communication from Payroll and EA One Helpdesk on the relevant details.We suggest that Inputters work alongside Submitters during this period to have timecards approved in advance. **The normal timecard process** of **approving one week before inputting the following week applies**.  **Frequently Asked Questions**  ***What should be inputted for Term Time and Retainer Fee employees over the summer period?***  The hours type “School Closure” will be preloaded for all Term Time and Retainer Fee employees – these timecards should be submitted without any change to the timecard.  ***What should be inputted for employees who are not Term Time or Retainer Fee?***  If you have staff that are not Term Time or Retainer Fee employees within your timecard, please either enter hours worked or holidays.  ***I have employees that are due to finish their post over the summer period on my timecard, how should this be recorded?***  If you have any employees that should be removed from the Timecard as they have finished their post, please enter the “Terminated Assignment” timecard element and forward the relevant documentation to HR to terminate the employee’s post. |

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| Changing Assignment Information on the Timecard You may be required to carry out additional HR process to ensure any updates to employee’s information is reflected on the timecard, such as when they change their hours or leave their post. All changes should be made using the relevant forms and **submitted to HR/Payroll in line with agreed deadlines. Failure to submit required documentation on-time will result in your employee getting paid incorrectly.** Change in Hours and/or Work Pattern Once this change has been agreed between employee and line manager, submit the Change Contractual Hours form to HR. **Please do this as soon as possible to allow HR to make the changes in advance.** HR will receive the form and make the required changes to the weekly hours and work pattern. Once this is complete, it will automatically update on the timecard and the assignment’s Basic hours will be updated to reflect the new work pattern. Record a Leaver When an employee leaves a post, please submit the Record a Leaver form to HR promptly. HR will terminate the relevant assignment record which should take effect from the leaving date given in the form. If an employee resigns suddenly and the timecard has not updated yet, **replace their all of their Basic hours with the Terminated Assignment option. Failure to submit Leaver forms on-time could cause your employee to be overpaid and could impact on your budget.**  An example of the Record a leaver form  **Frequently Asked Questions**  ***How can I check that the change of hours request has been processed on the timecard?***  The assignment’s Basic hours will have updated to those requested. If you have updated a work pattern, this should also be reflected in how the Basic hours are distributed.  ***What do I do when people are missing from my timecard?***  Contact the EA One Helpdesk as soon as possible for assistance. Please be prepared to give details of the exact error, the assignments in question, and the timecard the assignment should be on. If an error is confirmed, the Helpdesk will work with you to update the relevant information on the Timecard.  ***I have noticed an employee has incorrectly been put on my timecard, how can I get this changed?***  The EA One project worked with each of the Directorates to define their organisation structure and timecards. This has involved some changing structures on timecards compared to those on ResourceLink. You should check with your line management on the agreed structure of your timecards. Requests for change must be approved by the relevant Head of Service before they reach EA One. All requests should be issued to the [EAOnehelpdesk](mailto:EAOnehelpdesk@eani.org) |
| Additional Hours and Overtime Any additional hours and overtime an employee works will need to be recorded by the Timecard Inputter. Options Available on the Timecard The following options are available on the timecard to record additional hours and overtime:  **Additional Hours**  This is entered for hours worked above the post’s contractual hours, when the total hours worked is less than 36 hours. For example, when an employee is contracted to work 32 hours a week, and works 35 hours in a given week.  **Overtime**  This is entered for overtime falling outside of the Additional Hours criteria, as well as for **unsocial hours (night work)**, to ensure the employee gets paid at the enhanced rate required for these hours. There are a number of options available to record overtime depending on the time worked.   * Normal finish to 8pm (paid at time and a half) * 8pm to midnight (paid at time and a half plus unsocial hours) * Midnight to 6am (paid at double time plus unsocial hours)   **Sleep in Allowance**  This is entered for employees working in roles which require them to sleep at their workplace but remain on-call. Record this on the relevant days, where the employee will be paid a set rate for each occurrence. This is most common with Youth workers supervising residential trips.  **Callout**  This is entered to record time responding to a callout, such as checking a burglar alarm. You will need to add a comment stating the time the callout was at and the amount of hours spent attending callout.  **Frequently Asked Questions**  ***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. |

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| Common Errors and their Resolutions This section details a number of common errors which will prevent your timecard from processing, and explains how each can be resolved. Failed Validate Lines – No Previously Approved Timesheets Exist An example of an error message on the timecard.An example of Failed Validate Lines, with 5 shown in a column.  This common error will occur if you attempt to validate a timecard and the week(s) before aren’t approved, this will present the error message **‘No Previously Approved Timesheets Exist’** on each employee’s timecard. **You can only validate a timecard if the previous week has been approved.**  To resolve this, follow the steps below:   1. Identify and navigate to the most recent week with a status of **4 – Approved Lines.** This is the last week to have been approved. 2. Then navigate to the week after that, e.g. if Week 3 was the most recent approved week, navigate to Week 4. 3. Run **Check Timecards**, and then **Validate Timecards.** The status should now update to **3 – Validated Lines**. 4. Inform the submitter that this week can now be approved.  Hours Entered Must Not Be Zero An example of the Hours Entered Must Not Be Zero error, where a blank Basic line is inputted on the timecard and the error message is shown.  This error will occur once you have checked the timecard, if you have **any lines which have either only zeroes or no information at all.** In our example above, the person has been off sick all week, but the blank Basic hours line has not been removed.  To resolve this, follow the steps below:   1. Identify the row(s) with no information or only zeroes. All rows with this will have an error sitting against them. 2. Select the relevant row(s) by ticking them, then clicking **Delete Row**. 3. **Save** to confirm. 4. Run **Check Timecards** again. The error should now be resolved.  Special Leave Paid – Reason Error An example of the Special Leave Paid error where the reason is missing, and the error message is shown.  This error will occur if you have assigned special leave paid to someone, but not provided a reason for this (e.g. Covid/self-isolation, carer’s leave, marriage etc.)  To resolve this, follow the steps below:   1. Locate the row of Special Leave Paid and double click in the **Reason** field. 2. Select the required reason for the leave from the dropdown. If you cannot find an appropriate reason, select **Other Reason** and input the exact reason in the **Comments** field. 3. **Save** to confirm. 4. Run **Check Timecards** again. The error should now be resolved.  Callout Error An example of the callout error where the error message is shown.  All callouts entered on the timecard require clarification about:   * Duration of callout * Reason for callout * Time callout took place at   This is so Payroll can pay the callout at an appropriate rate, e.g. if during unsocial hours or at the weekend.  To resolve this, follow the steps below:   1. Locate the row of Callout and double click in the **Comments** field. 2. Input in full the details of the callout, referencing the three points above. 3. **Save** to confirm. 4. Run **Check Timecards** again. The error should now be resolved.  SEN Additional Hours Error An example of the SEN Additional Hours error with the error message shown.  This error will occur if you have assigned additional hours to an SEN Classroom Assistant. For any additional hours of this type, the Cost Code for the hours needs to be clarified.  To resolve this, follow the steps below:   1. Locate the row of Additional Hours and double click in the **Comments** field. 2. Input the appropriate cost code in the comments field. 3. **Save** to confirm. 4. Run **Check Timecards** again. The error should now be resolved.  An example of an exceed comment limit error with the exception error code.Exceed Comment Limit Error This is a common error that occurs when a timekeeper has inserted text that has exceeded the 60 character limit within the ‘Comment’ field. The comment field is used to further evidence a timecard element used for an employee’s time. When this error occurs, the error message that appears is **‘EXCEPTION in XXEA\_APEX\_UTILITIES\_PKG.create\_element\_entries: ORA-20001: HR\_7049\_ELE\_ENTRY\_LENGTH’.**  To resolve this, follow the steps below:   1. Locate the row in which the error has occurred on. 2. Reduce the comment to below 60 characters and keep concise. 3. **Save** to confirm. 4. **Re-check** and **Re-validate** the timecard and the error message should disappear.  Employee Sickness Error This is an error that can occur when a timekeeper has tried to check and validate time for an employee on sick leave. The error message that appears is **‘Unable to Create or Update Assignment Absence EIT’.**  To start the process of resolving this error **you must contact the EA One Helpdesk** via email or phone, informing them that this error has occurred with an individual on your timecard. |

# Glossary – Timecard Definition List

## Timecard Elements

Beyond **Basic** hours, there are many other inputs that can be recorded on an employee’s timecard. The table below explains which assignment and employment categories these inputs apply to, as well as providing a definition for each input.

| **Input** | **Details** |
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| Basic | **The most common input.** These are hours worked in accordance with the stated working hours in the employee’s contract. |
| Additional Hours | Hours worked that exceed the employee’s contractual hours as stated in their contract, e.g. covering a colleague’s shift. These should be paid to anyone working ‘extra’ hours provided they do not work full time (36 hours a week).  If the hours occur outside of the time between 6am and normal finish, use **Overtime** instead. |
| Adoption Leave | Statutory and occupational adoption leave and pay for staff adopting a child. Once the relevant HR process has been completed, this will auto-populate on the timecard. See [JNC circular](https://www.eani.org.uk/sites/default/files/2020-09/No%20236%20Parental%20Leave%20Policies%20First%20Revision%2011.09.2020.pdf) for more details and the relevant HR forms. |
| Holiday hours | Standard leave agreed and taken, deducted from the employee’s allocated annual leave. For salaried staff, this does not need to be entered on the timecard. It should instead be maintained through current paper-based processes or Employee Self Service once live. |
| Callout | Time spent responding to a requested callout, e.g. emergency maintenance to a school facility. |
| Career Break | **DE Staff Only.** A period of time taken out of employment for non- teaching staff. Once the relevant HR process has been completed this will auto-populated on the timecard. See [JNC Circular](https://www.eani.org.uk/sites/default/files/2018-10/No%20129%20Career%20Breaks%20Scheme%20Amended%20August%202007.pdf) for more information. |
| Covid additional hours | Additional hours related to Covid-19 related pressures. This time is not costed against the school budget, but paid to staff in the same way as normal additional hours. |
| Keeping In Touch (KIT) Days | Days available for employees on Maternity/Paternity/Adoption leave to attend important meetings or events, without it interfering with their leave arrangements. |
| Maternity Leave | Statutory leave taken by expectant mothers. Amount of paid leave available dependent upon employee’s length of time in post. Once the relevant HR process has been completed, this will auto-populate on the timecard. See [JNC circular](https://www.eani.org.uk/sites/default/files/2020-09/No%20236%20Parental%20Leave%20Policies%20First%20Revision%2011.09.2020.pdf) for more details and the relevant HR forms. |
| Overtime | Overtime hours worked in addition to the employee’s basic hours and above the standard 36 hours a week. Split into three time brackets:   * Normal finish to 8pm: paid at time and a half. * 8pm – Midnight: Time and half, plus unsocial hours. * Midnight – 6am: Paid at double time, plus unsocial hours.   Unsocial hours are paid at an additional one fifth of your hourly rate. |
| Paternity Adoption Leave | Statutory and occupational adoption leave and pay for staff adopting a child.Once the relevant HR process has been completed, this will auto-populate on the timecard. See [JNC circular](https://www.eani.org.uk/sites/default/files/2020-09/No%20236%20Parental%20Leave%20Policies%20First%20Revision%2011.09.2020.pdf) for more details and the relevant HR forms. |
| Paternity Birth Leave | Statutory leave taken in relation to a new child. Amount of paid leave available dependent upon employee’s length of time in post. Once the relevant HR process has been completed, this will auto-populate on the timecard. See [JNC circular](https://www.eani.org.uk/sites/default/files/2020-09/No%20236%20Parental%20Leave%20Policies%20First%20Revision%2011.09.2020.pdf) for full eligibility, further details and the relevant HR forms. |
| School Closure | Absence due to the closure of the employee’s school. This **only** applies to standard closures (summer break). Generally these will auto-populate on the Timecard but there may be occasions, for example unplanned closures, where it will need to be manually entered. **For exceptional closures, use Special Leave Paid.** |
| Secondment Unpaid Non-Reckonable | **DE Only.** Please consult your Payroll contact about how best to record this on the timecard. |
| Secondment Unpaid Reckonable | **DE Only.** Please consult your Payroll contact about how best to record this on the timecard. |
| Shared Parental Adoption | Statutory leave taken as part of Statutory Shared Parental Leave arrangements, to adopt a child. Once the relevant HR process has been completed, this will auto-populate on the timecard. See [JNC circular](https://www.eani.org.uk/sites/default/files/2020-09/No%20236%20Parental%20Leave%20Policies%20First%20Revision%2011.09.2020.pdf) for more details and the relevant HR forms. |
| Shared Parental Birth | Statutory leave taken as part of Statutory Shared Parental Leave arrangements, enabling expectant parents to arrange the sharing of their statutory maternity and paternity arrangements. See [JNC circular](https://www.eani.org.uk/sites/default/files/2020-09/No%20236%20Parental%20Leave%20Policies%20First%20Revision%2011.09.2020.pdf) for more details and the relevant HR forms. |
| Sickness | Absence reported due to illness, either short-term or long-term. See [EA Managing Attendance Policy](https://www.eani.org.uk/sites/default/files/2020-02/Managing%20Attendance%20Policy-EA%20Support%20Staff.pdf) for more information. |
| Sleep-in Allowance | Additional allowance given to employees working in roles which require them to sleep at their workplace and remain on-call. Most common with Youth workers taking residential trips. |
| Special Leave Paid | Paid leave that has been approved for exceptional circumstances, e.g. death of a relative. See relevant [JNC Circulars](https://www.eani.org.uk/ea-staff-hub/hr-online/leave-working-arrangements) for more information. |
| Special Leave Unpaid | Unpaid leave that has been approved for exceptional circumstances, e.g. attending a graduation ceremony. See relevant [JNC Circulars](https://www.eani.org.uk/ea-staff-hub/hr-online/leave-working-arrangements) for more information. |
| Shared Parental Leave In Touch (SPLIT) Days | Shared Parental Leave In Touch (SPLIT) days. Days available for employees on Shared Parental leave to attend important meetings or events, without it interfering with their leave arrangements. See [JNC circular](https://www.eani.org.uk/sites/default/files/2020-09/No%20236%20Parental%20Leave%20Policies%20First%20Revision%2011.09.2020.pdf) for more details and the relevant HR forms. |
| Statutory Holiday | Statutory public holidays given as paid leave, e.g. St. Patrick’s Day, May Day, Christmas Day. These will auto-populate on the timecard. |
| Strike Action | Absence due to participation in formally organised industrial action. |
| Suspension Paid | Absence where the employee has been formally suspended with pay, e.g. due to an ongoing disciplinary investigation. |
| Unpaid Leave Unauthorised | Period of absence without prior authorisation and without pay e.g. no-shows without explanation, repeat lateness. |
| Worked bank holiday | For staff working a bank holiday. When adding, you should keep the pre-populated bank holiday line in addition. |