



EA One Update July 2021

This newsletter is for the attention of those of you who will **input and submit time** on behalf of your staff.

This is relevant for All Inputters and Submitters, but especially important for **those** within the **Belfast** and **Omagh** areas, for whom the EA One System will Go Live first.

Please take the time to read this important information about EA One. It will help you understand what we need from you, and the support that will be provided to help prepare you for this transition. This newsletter outlines:

- [EA One Corporate Engagement Sessions](#)
- [EA One Hub](#)
- [Invite to Training \(Belfast and Omagh areas only\)](#)

Should there be someone who inputs timecards on behalf of staff, who is not a recipient of this email, please forward this information.

EA One Corporate Engagement Sessions

EA One Regional Corporate Engagement Sessions

The Project is running one hour, live virtual engagement sessions *approx. three months* before each regional payroll moves to the new system. These engagement sessions are targeted at **timecard inputters and submitters**.

The engagement sessions for Belfast and Omagh took place on **Thursday 17th** and **Monday 21st June**, and have been recorded and made available on the [EA One Hub](#) for those who were unable to attend the live sessions.

We strongly encourage all timecard inputters and submitters to attend / watch these sessions to find out more about the training and support you will receive in advance of moving to the new system.

Invitations for Armagh, Ballymena and Dundonald payrolls will be issued later in the year.

EA One Hub

The [EA One Hub](#) is our dedicated space on the EA One Website for all information on EA One. We are continually updating the materials on this site and you will be able to find:

- **Welcome to EA One Video** (short introductory video).
- **2021 Engagement Session Videos**
- **EA One FAQs**
- **2019 Engagement Session Videos**
- **Video from EA One User Group.**

The EA One Hub also provides access to training materials including videos to demonstrate the system working in action.

Training – Belfast and Omagh Payrolls Only

EA One Regional Timecard Training

The Project is delivering instructor led training for *all timecard inputters* in the weeks leading up to their Go-Live. This training will be **half a day in duration** and will be delivered **virtually**.

The invitation for **Corporate** training for the **Belfast and Omagh areas** was sent on Friday 9th July – “EA One Timecard Training Registration – Belfast and Omagh Corporate staff”

The Project will provide regular newsletter updates across all regions throughout the implementation period.

Should you have any **questions** in the meantime, please use the EA One Hub for more information or get in touch via the EA One mailbox eaone@eani.org.uk.



www.eani.org.uk/eaone eaone@eani.org.uk

ea one
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