EA One Update June 2021

This newsletter is for the attention of those of you who will **input and submit time** on behalf of your staff. We expect this will include all **Principals** and **School Secretaries**. This is relevant for All Schools, but especially important for **Schools** within **Belfast** and **Omagh** areas, for whom the EA One System will Go Live in 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:

- Validation of Reporting Lines and Timekeeper Groups
- EA One School Engagement Sessions
- EA One Hub
- Invite to Training (Belfast and Omagh areas only)

Should there be someone in your school who inputs timecards on behalf of staff, who is not a School Principal or Secretary please forward this information.

Validation of Reporting Lines and Timekeeper Groups

Validation of Timekeeper Groups and Reporting Lines
A key driver of EA One functionality is the data relating to the hierarchies of staff and the teams they sit within. The EA One Project team has contacted schools to **validate timekeeper groups** i.e. who *inputs and submits timecards* on behalf of staff and to **validate reporting lines** i.e. to inform who will approve Self-Service requests, e.g. annual leave requests. Determining the appropriate line management for each employee is key to putting in place proper controls, and in maintaining employees' data security.

To help minimise the input required from individual schools, the project is using existing data to propose hierarchies and timesheet groups for each school. If this logic applies to your school, you will not need to do anything. However, if your school is set up differently there will be a requirement to work with the Project to capture exceptions.

Please respond to validate this information by **Thursday 30th June**

NB. This was sent on Thursday 3rd June from EA Mail - "*EA Principal Communications 03.06.21*"

EA One School Engagement Sessions

EA One Regional School 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 will be targeted at **timecard inputters and submitters** within schools.

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 these sessions to find out more about what training and support you will receive in advance of moving to the new system. Invites for schools on Armagh, Ballymena and Dundonald payrolls will be sent later in the year.

EA One Hub

Should you want to know more about EA One please visit the **EA One Hub**.

This 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 will be 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 invite for this training for **Schools** within the **Belfast and Omagh areas** was sent on Tuesday 22nd June – "*EA One Timecard Training Invites (Omagh and Belfast Schools)*"

This training invite will not be relevant for GMI Schools, who do not have EA employed non-teaching staff.

The Project will be providing regular newsletter updates to schools 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**

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