

## EA One HR Payroll – Go-live Belfast and Omagh

EA One HR and Payroll is planned to go live in Belfast and Omagh for month end payees during October 2021. We delivered engagement sessions during June for staff in these regions which set out the impact of EA One going live. Further information including a recording of previous engagements can be found on the [EA One Hub](#).

EA One will go live with Payroll initially, with HR Self Service to be made available during 2022. This means the primary users of EA One from next month will be:

- Timecard Inputters
- Timecard Submitters
- Belfast and Omagh M1 Payees accessing E-Payslips (post October month end pay)

This fact sheet provides important information for current users of the Oracle Finance and Procurement system and for new timecard Inputters and Submitters. Please take time to review the information contained within this fact sheet and speak to your line management or the EA One team if unsure about what it means for you.

### Oracle Finance and Procurement system outages during go-live

Go live will involve system outages on the current Finance and Procurement system to allow us to turn on new features. The outages are as follows:

System Outage	Business impact
Oracle HR Lite - 22nd September to 11th October	New joiners, movers and leavers need to be amended before September 22nd or after 11th October.
Oracle Full System - 6 <sup>th</sup> to 10 <sup>th</sup> October (inclusive)	Oracle, including OBIEE, will be unavailable during this time.

*Current Oracle users – Get ready*



### Please complete any urgent finance and procurement activities – Before 6<sup>th</sup> October

Oracle will be unavailable from the Wednesday 6<sup>th</sup> to Sunday 10<sup>th</sup> of October (inclusive) so please ensure any required Finance and Procurement activities are completed before the 6<sup>th</sup> October.

### Where to find support

We appreciate the introduction of EA One is a significant change, particularly for Timecard Inputters and Submitters, and we ask you to support us through this change by acting on the actions above and overleaf. If you need support there are a number of ways to find this. 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](#)



[EAOne@eani.org.uk](mailto:EAOne@eani.org.uk)

# EA One HR Payroll Timecard Inputter and Submitter readiness checklist – Belfast and Omagh

EA One will shortly commence go live. This will be a major system change involving the vital services of HR and Payroll. The first on-boarding will include Belfast and Omagh month-end payrolls (M1). If you input or submit time for staff on these payrolls you will need to support this change by completing the following actions:

## *Timecard inputters and submitters - Get ready*

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### 1. Attend training

If you have not registered, please contact [EAOne@eani.org.uk](mailto:EAOne@eani.org.uk) to arrange a date. If you are a submitter or input for a small team, the EA One Timecard Handbook offers a step by step guide.



### 2. Confirm the staff you are entering time for

Please confirm with your line management the staff you will recording time for. In some Service areas this will change from today. Prepare for this by having all of the information to hand and knowing what you should record. See 'Top Tips' overleaf for more details.



### 3. Continue to record time on ResourceLink

Throughout September and the first two weeks of October, continue to record time on ResourceLink as normal (if you have current responsibility)

## *Timecard inputters and submitters - Go-live*

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### 1. Review your timecard – 11<sup>th</sup> October

Once you have access to the system, we would highly recommend reviewing your timecard to confirm you have access to all the people you expect.



### 2. Record September' time – 11<sup>th</sup> to 12<sup>th</sup> October

There is an immediate requirement to key all time for September. You may also want to key time for the first two weeks of October at this point.



### 3. Begin weekly submission of time – 15<sup>th</sup> October

Following this initial submission, begin to submit timecards weekly.

## Where to find support

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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](#)



[EAOne@eani.org.uk](mailto:EAOne@eani.org.uk)

## EA One Timecard Inputter and Submitter Go Live Top Tips

Here are our top tips to prepare you for the launch of EA One Timecards:



### Access the EA One Hub for more information

Our Demo Videos and Handbook include a step by step guide, and you can access some best practice advice for managing your timecard information.



### Prepare the information for the first timecard entry

You will need to record all of September (essential) and the first two weeks' of October time on EA One by CoP Tuesday 12<sup>th</sup> October. Prepare for this by having all of the information to hand and knowing what you should record.



### Oracle is best accessed through Internet Explorer

Oracle works best on Internet Explorer or Microsoft Edge.



### Where to find your user name and password

This will be the same one you use for iFS (where you are a current user). This will be your employee number plus a 1 digit prefix based on your region (1 for Belfast or 2 for Omagh). If you are new to Oracle, your password will be your national insurance number.



### Confirming the staff you will record time for

With the introduction of a cross regional system, the project has worked with the Directorates to update the structure of timesheets in corporate areas to reflect this. If you work within Education, CYPS, Finance and ICT, Human Resource or Ops and Estates (excluding Catering, Cleaning and Transport), your timesheet structure may have changed. Check this through your line management to confirm.



### Use the timecard 'Check' to keep your time accurate

The timecard has a built in checking feature. Click this button and the status column will flag up any errors or potential errors and recommend a fix.



### Work with submitter to record first six weeks' of time

Timecards need to be completed in chronological order, and to successfully approve a timecard, the previous week's time needs to have been approved. For the immediate requirement to record September's time, we would recommend the inputter completes all of the timecards for the first six weeks up to the point of a successful Check. You should then arrange to work together with the Submitter to Validate and Approve each week in order.

## Where to find 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](#)



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