

EA One Timecard Handbook – ACCESSIBLE VERSION

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. 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 and EA 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: EAOne@eani.org.uk

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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:

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.

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.

3. Validate timecard (Inputter)

Once your timecard is correctly checked, the Validate button will notify your submitter the Timecard is ready for their review.

4. Approve timecard (Submitter)

The Submitter reviews the timecard and Approves.

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.

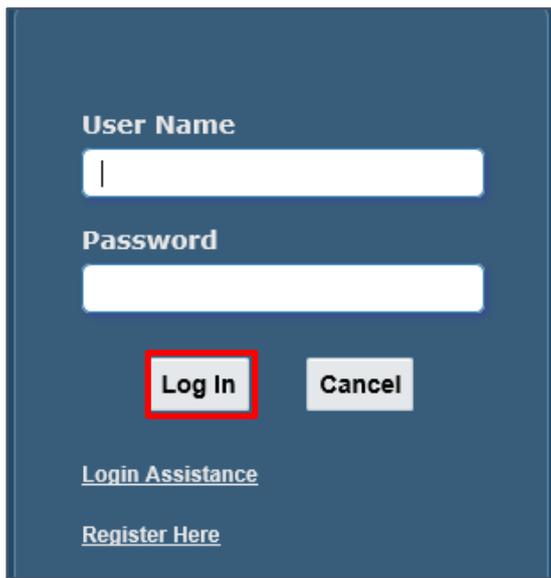
Timecard Completion Guide

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.

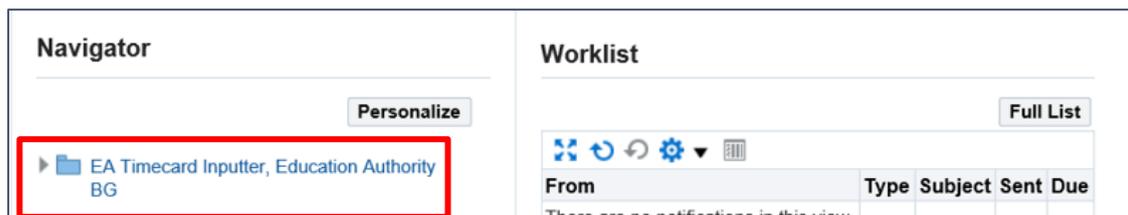
1. Login to Oracle using your username and password. Once you have entered this information, click **Log In**. Your username will be your staff number, with a 1 digit prefix depending on your region (1 for Belfast, 2 for Omagh, 3 for Ballymena, 4 for Dundonald, 5 for Armagh, 6

for teaching staff and 7 for any new staff following the introduction of Oracle).

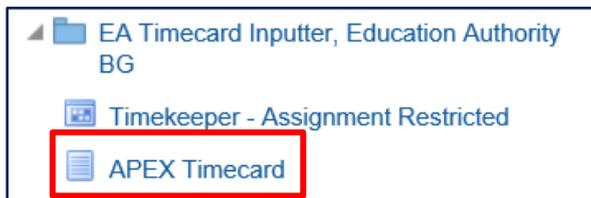


A screenshot of the Oracle login interface. It features a dark blue background with white text and input fields. The 'User Name' field is highlighted with a red box. Below it is the 'Password' field. At the bottom, there are two buttons: 'Log In' (highlighted with a red box) and 'Cancel'. Below the buttons are two links: 'Login Assistance' and 'Register Here'.

2. On the Oracle homepage, select **EA Timecard Inputter, Education Authority BG**.



3. Select **APEX Timecard**. This will open the APEX Timecard in your web browser.



4. Select the relevant **Timekeeper Group** and **Period Name** 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.

ea Education Authority

Help Search Home

Basic Find Criteria

Timekeeper Group: ABBEY PS~EA M2

Period Name: 2019 Week 51: 16/03/2020 - 22/03/2020

Find

- 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.

Message

Check Timecards Validate Timecards Abandon Timecards Summary Report

Timekeeper Group: ABBEY PS~EA M2 Period: 2019 Week 51: 16/03/2020 - 22/03/2020 Find

Refresh

Name	Assignment Num...	Assignment Details	Status	Basic
• Bloggs, Joe	123456	123456~Y~PT~TEMP~15~NURSERY ASST~ ABBEY PS. 1234	1b - Created Lines	15
Smith, John	634321	634321~Y~T1~PT~PERM~EXECUTIVE OFFICER 42W~ABBEEY PS.4321	1b - Created Lines	30

3 rows selected

Name: **Bloggs, Joe** Assignment: 123456~Y~PT~TEMP~15~NURSERY ASST~ABBEEY PS. 1234

Show Assignment Information Show Work Pattern Save + Add Row X Delete Row

Hours Type	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22	Total	Reason	Comments	Status	Message	Override Cost Centre
Basic	3	3	3	3	3	0	0	15					

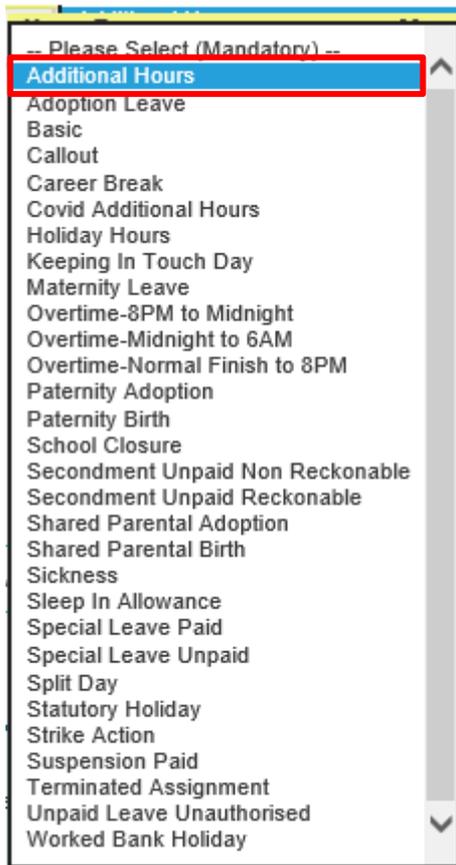
- Now scroll down the page – the assignment's weekly hours will be displayed as shown, with their **Basic** hours loading by default. **If the employee worked these basic hours in a given week, you do not need to do anything else with their timecard and can proceed to Step 14.** Change is only required if there is an amendment to the basic hours, such as sickness or additional hours. To make changes, click **Add Row**.

Name: **Bloggs, Joe** Assignment: 123456~Y~PT~TEMP~15~NURSERY ASST~ABBEEY PS. 1234

Show Assignment Information Show Work Pattern Save + Add Row X Delete Row

Hours Type	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22	Total	Reason	Comments	Status	Message
Basic	3	3	3	3	3	0	0	15				

- A drop-down menu will appear. Select the required type of time to record. In this example, we will use **Additional Hours**.



- 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.

A screenshot of a software interface showing a table for recording work patterns. The table has columns for Hours Type, M..., Tu..., W..., Th..., Fri..., Sat..., Su..., Total, Reason, Comments, and Status. The 'Additional Hours' row is selected, and the 'Reason' dropdown menu is open, showing options: Outside Normal Day - After 8PM, Outside Normal Day - Before 8PM, and Within Normal Day. The 'Reason' dropdown is circled in red.

Hours Type	M...	Tu...	W...	Th...	Fri...	Sat...	Su...	Total	Reason	Comments	Status
<input type="checkbox"/> Basic	3	3	3	3	3	0	0	15			
<input checked="" type="checkbox"/> Additional Hours	2							2	<input type="text" value="Outside Normal Day - After 8PM"/> <input type="text" value="Outside Normal Day - Before 8PM"/> <input type="text" value="Within Normal Day"/>		

- Click **Save** to confirm the changes.

Hours Type	M...	Tu...	W...	Th...	Fri...	Sat...	Su...	Total	Reason	Comments	Status
Basic	3	3	3	3	3	0	0	15			
Additional Hours	2							2	Outside Normal Day - After 8PM Outside Normal Day - Before 8PM Within Normal Day		

10. To select the next employee/assignment, simply click their row from the employee list as you did in **Step 5**.

Name	Assignment Num...	Assignment Details	Status	Basic
Blooms, Joe	123456	12345-Y-PT-TEMP-15-NURSERY ASST-ABBEY PS 1234	1b - Created Lines	15
Smith, John	654321	65432-Y-TT-PT-PERM-EXECUTIVE OFFICER 42W-ABBEY PS 4321	1b - Created Lines	30

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**.

W...	Th...	Fri...	Sat...	Su...	Total	Reason	Comments
6	6	6	6	0	0	30	

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**.

Show Assignment Information		Show Work Pattern		Save	+ Add Row	X Delete Row			
Q Search: All Text Columns		Go	Actions						
Hours Type	Mon...	Tue 17	Wed...	Thu 19	Fri 20	Sat 21	Sun 22	Total	Reason
<input checked="" type="checkbox"/> Basic	0	6	6	6	6	0	0	30	
<input type="checkbox"/> Sickness	6							6	

13. Click **Save** to confirm the change.

Show Assignment Information		Show Work Pattern		Save	+ Add Row	X Delete Row			
Q Search: All Text Columns		Go	Actions						
Hours Type	Mon...	Tue 17	Wed...	Thu 19	Fri 20	Sat 21	Sun 22	Total	Reason
<input checked="" type="checkbox"/> Basic	0	6	6	6	6	0	0	30	
<input type="checkbox"/> Sickness	6							6	

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**.

Check Timecards		Validate Timecards	Abandon Timecards	Summary Report
Timekeeper Group: ABBEY PS-EA M2		Period: 2019 Week 51: 16/03/2020 - 22/03/2020		Find
Refresh				
Q Search: All Text Columns				
Name	Assignment Num...	Assignment Details	Status	Basic
<input type="radio"/> Bloggs, Joe	123456	12345-Y-PT-TEMP-15-NURSERY ASST-ABBAY PS.1234	1b - Created Lines	15
<input checked="" type="radio"/> Smith, John	654321	65432-Y-TT-PT-PERM-EXECUTIVE OFFICER 42W-ABBAY PS.4321	1b - Created Lines	30

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.

Status
2 - Checked Lines
2 - Checked Lines

If you encounter an **Error**, you will see **Failed Check Lines**. If you encounter a **Warning**, you will see **Checked Lines (Warning)**.

2 - Failed Check Lines
2 - Checked Lines (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.

Hours Type	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22	Total	Reason	Comments	Status	Message
<input checked="" type="checkbox"/> Basic	0	0	6	6	6	0	0	18				
<input type="checkbox"/> Sickness	6							6				
<input type="checkbox"/> Special Leave Paid		6						6			Error	Hours Type = Special Leave Paid, Re...

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.

Hours Type = Special Leave Paid, Reason field must be entered.

17. To rectify this Error, we need to click in the **Reason** field for the Special Leave Paid row.

Hours Type	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22	Total	Reason	Comments	Status	Message
<input checked="" type="checkbox"/> Basic	0	0	6	6	6	0	0	18				
<input type="checkbox"/> Sickness	6							6				
<input type="checkbox"/> Special Leave Paid		6						6			Error	Hours Type = Special Leave Paid, Re...

18. An appropriate reason is selected, in this example Carer's Leave.

- NT- Absence due to disruption of daily travel facilities
- NT- Attendance at examinations
- NT- Attendance at interviews in connection with appointment within EA
- NT- Attendance at musical festival, feis etc. as a competitor
- NT- Attendance at ordination or profession of a near relative
- NT- Burglary or serious damage to home e.g flood, fire etc.
- NT- Carer's leave**
- NT- Death of near relative or a member of the household
- NT- Death of other relative (day of the funeral only)
- NT- Marriage
- NT- Participation as an amateur in sporting events (international standing only)
- NT- Phased return
- NT- Revision for examinations
- NT- Time off for public duties as defined in Ind Relations order (ii) no 2 1976
- Other reasons
- T- Adoption leave
- T- Attending RIR ,TA annual camp or taking part in royal naval reserve exercises
- T- Attending conferences or functions in capacity as district councillor
- T- Award of scholarship to visit areas outside uk re; educational standards
- T- Award of teacher fellowship
- T- CCEA - accreditation and regulation of qualifications
- T- CCEA - curriculum and assessment development and training
- T- CCEA - qualifications development and conduct
- T- CCEA - statutory assessment operations
- T- Ill health termination
- T- Incident at work
- T- Inservice training - GCSE cluster
- T- Inservice training - discipline
- T- Inservice training - general

19. We can now click **Check Timecards** again. This time, the **Status** will update to Checked Lines.

Timekeeper Group: ABBEY PS-EA M2 Period: 2019 Week 51: 16/03/2020 - 22/03/2020

Name	Assignment Num...	Assignment Details	Status
Bloggs, Joe	123456	12345-Y-PT-TEMP~15-NURSERY ASST~ABBEY PS.1234	2 - Checked Lines
Smith, John	654321	65432-Y-TT PT-PERM-EXECUTIVE OFFICER 42W~ABBEY PS.4321	2 - Checked Lines

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, the change has been approved, so we can ignore this warning.

Hours Type	M...	Tu...	W...	Th...	Fri...	Sat...	Su...	Total	Reason	Comments	Status
Basic	5	5	5	5	7	0	0	27	Warning	Daily: The contract hours...	Warning

Daily: The contract hours entered does not match the work pattern hours for this day please adjust: 20-03-2020, Hours 7, Expected Hours 5 - Weekly: Is this a change in contracted hours? If so please complete 'Change in Hours' form via Help Button and email to HR otherwise enter as additional hours. Contractual Hours = 27, Expected Hours = 25

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.**

Status

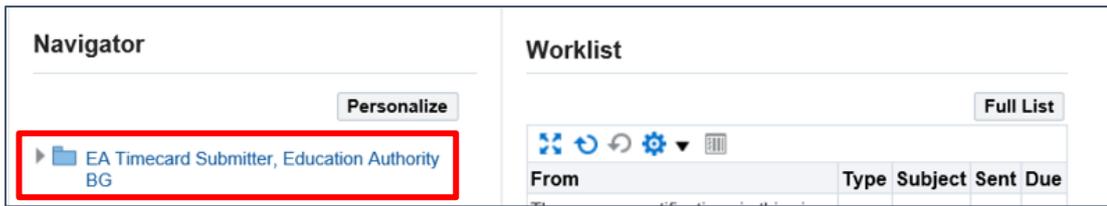
- 2 - Checked Lines
- 2 - Failed Check Lines
- 2 - Checked Lines (Warning)

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**. Once this step has been complete, the Timecard is ready for the Submitter and you can exit the system.

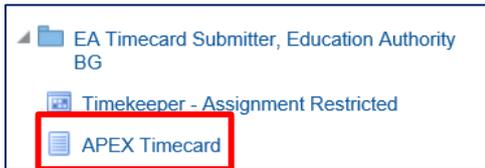
Timekeeper Group: ABBEY PS-EA M2 Period: 2019 Week 51: 16/03/2020 - 22/03/2020

Name	Assignment Num...	Assignment Details	Status
Bloggs, Joe	123456	12345-Y-PT-TEMP~15-NURSERY ASST~ABBEY PS.1234	3 - Validated Lines
Smith, John	654321	65432-Y-TT PT-PERM-EXECUTIVE OFFICER 42W~ABBEY PS.4321	3 - Validated Lines

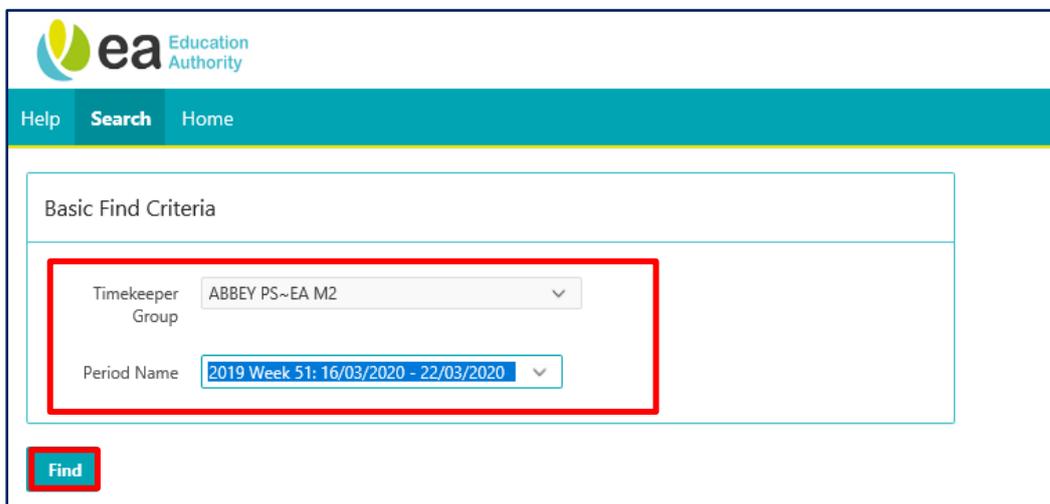
23. The submitter starts from here – logged in from their own account. On the Oracle homepage, select **EA Timecard Submitter, Education Authority BG**.



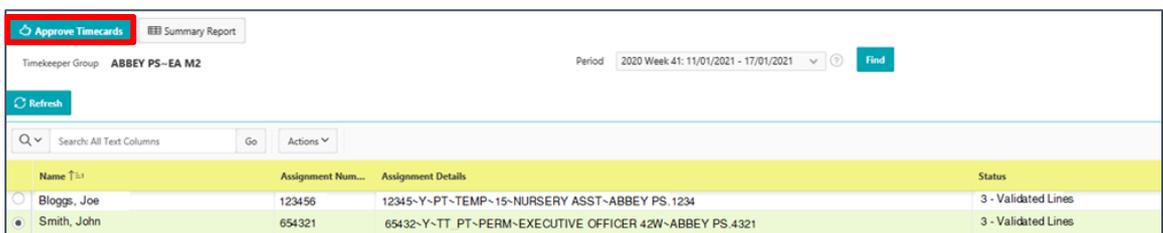
24. Select **APEX Timecard**. This will open the APEX Timecard in your web browser.



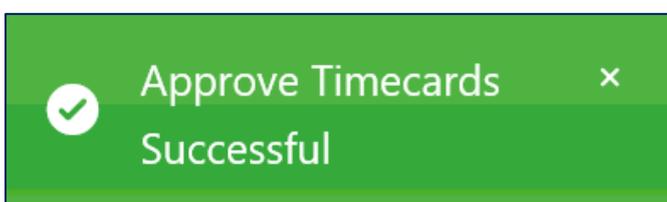
25. Select the relevant **Timekeeper Group** and **Period Name** that you are approving time for from the drop-down menus. Then click **Find**. Your timekeeper group is the name of the organisation, e.g. Abbey PS. Your period name is the week you will be working on.



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**.



27. The following notification should appear in the top-right of your screen. This confirms the Approve process has been successfully run.



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.

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.

Name	Assignment Num...	Assignment Details	Status
Bloggs, Joe	123456	12345-Y~PT-TEMP~15~NURSERY ASST~ABBEY PS. 1234	4 - Approved Lines
Smith, John	654321	65432-Y~TT. PT~PERM~EXECUTIVE OFFICER 42W~ABBEY PS.4321	4 - Approved Lines

Timecard Best Practice Guidance

New Hires

Getting 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.

Adding new staff to the timecard with the New Hire form

When you need to quickly add someone who is a new employee to the EA to your Timecard, the **New Hire** form on Manager Self-Service is the **quickest way**. This will allow you to pass the required details for a new employee on to your designated People Services contact who can finalise creating the employee's record, at which point they will then appear on the Timecard. A step by step guide for the New Hire Process form can be found [here](#).

New Hire Process: Enter Basic Details

Enter the details and click Continue to check for potential duplicates and hire the person.
* Indicates required field

Business Group: Education Authority BG

* Last Name:

* First Name:

* Date of Birth: (13.01.2021)

* NI Number:

* Start Date: 13.01.2021

[Use this link to check EANI POLICY](#)

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.

For staff that already hold posts with the EA or have previously worked for the EA, please use the **Temporary Engagement form** which can be submitted by email to HR and is available [here](#).

ea Education Authority

Temporary Engagement Form

Information about this form

DISCLAIMER: THIS FORM DOES NOT CONSTITUTE NOR REPLACE A VALID CONTRACT
 This form is for submitters to fill out and submit to EA HR when recording new temporary hires. Fields in bold are mandatory.

ONLINE USERS: When you have completed the form, click **SUBMIT** and select **Continue**. This will open your email with an automatic reply. Send this to confirm.

PAPER USER: Print out the form and fill out as required. Once complete, scan in full and email to peopleservices@eamt.org.uk

SECTION A: Employee Details (to be completed by Employee)

Surname: _____ Forenames: _____ Title: _____

National Ins. No. : _____ Maiden/Previous Name: _____

Date of Birth: _____ Telephone No. : _____

Address: _____ Mobile No. : _____

_____ Email: _____

Postcode: _____ Emergency Contact Name: _____

Relationship to Employee: _____ Emergency Contact Tel No. : _____

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.**

Absences

Inputting 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.**

Show Assignment Information		Show Work Pattern		Save	+ Add Row	X Delete Row					
Search: All Text Columns		Go		Actions							
Hours Type	Mon 7	Tue 8	Wed 9	Thu...	Fri 11	Sat 12	Sun...	Total	Reason	Comments	Status
<input checked="" type="checkbox"/> Basic	0	3	3	3	0	0	0	9			
<input type="checkbox"/> Holiday Hours					3			3			
<input type="checkbox"/> Sickness	3							3			

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.

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.

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.

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.**

ea Education Authority

Record a Leaver

Information about this form

This form is for submitters to fill out and submit to EA HR when recording leavers. Fields in **bold** are mandatory. If the employee has resigned, please attach a copy of their resignation letter with this form.

ONLINE USERS: When you have completed the form, click **SUBMIT** and select **Continue**. This will open your email with an automatic reply. **Send** this to confirm.

PAPER USERS: Print out the form and fill out as required. Once complete, please scan in full and email to peopleservices@eani.org.uk

Leaver's Details

Forenames: Surname:

Title: National Insurance Number:

Employee Number: Post ID (found on timesheet):

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.

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
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 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	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 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 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: <ul style="list-style-type: none"> • 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 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 for full eligibility, further details and the relevant HR forms.
School Closure	Absence due to the closure of the employee's school. This applies to both standard (summer break) and exceptional (e.g. snow days) closures. 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.
Secondment Unpaid Non-Reckonable	Please consult your Payroll contact about how best to record this on the timecard.
Secondment Unpaid Reckonable	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 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 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 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.
Special Leave Paid	Paid leave that has been approved for exceptional circumstances, e.g. death of a relative. See relevant JNC Circulars 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 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 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.