

# Line Managers (5/5) General Time Return Related FAQs



## What are the main changes that will be introduced by the new way of working?

Currently time returns are forwarded on a **weekly, fortnightly** and **monthly** basis to the relevant TRO to complete.

In the new way of working the Line Manager/Ward Manager/Supervisor will be required to provide attendance/absences (and where applicable overtime) to TRO on a **weekly basis** to facilitate time entry on a screen on the new NiSRP SAP system called Time Managers Workplace.

## Will I still be sending the TRO the absences on a 2-weekly cycle?

No, attendance/absences will need to be submitted to the TRO **every week** on a Monday morning, for the previous week.

## If employees enter the leave on My HSE Self Service do I still have to notify the TRO of this leave?

No, when an employee requests leave via My HSE Self Service and this request is subsequently approved by the line manager it will automatically interface into the Time Managers Workplace module of the SAP system and drive the employee's pay.

Therefore, you do not need to notify the TRO of this leave. You will only need to capture attendance/absences **not** currently applied for on Self Service.

## Will we still be able to make "last minute" changes as we currently do?

No. Line managers will be required to complete attendance/absence data and submit by Monday morning of each week to ensure the TRO meets the system's time entry deadlines.

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 For more, click here

 [hbs.nisrp@hse.ie](mailto:hbs.nisrp@hse.ie)

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## Will I be required to sign-off and keep the final report?

Yes. The new system generates a document called the “Time Entered” Report. This report will document the attendance/absences for each staff member for that pay period.

The Line Manager is required to review and certify this document which must be retained for audit requirements.

## Will I need to specify the time pattern / roster that has been worked?

Yes. Line managers will need to:

Report attendance/absences (AL, PL, SL) on weekly basis so TRO can ensure Time Entered

Report accurately reflects attendance/absences from the previous week.

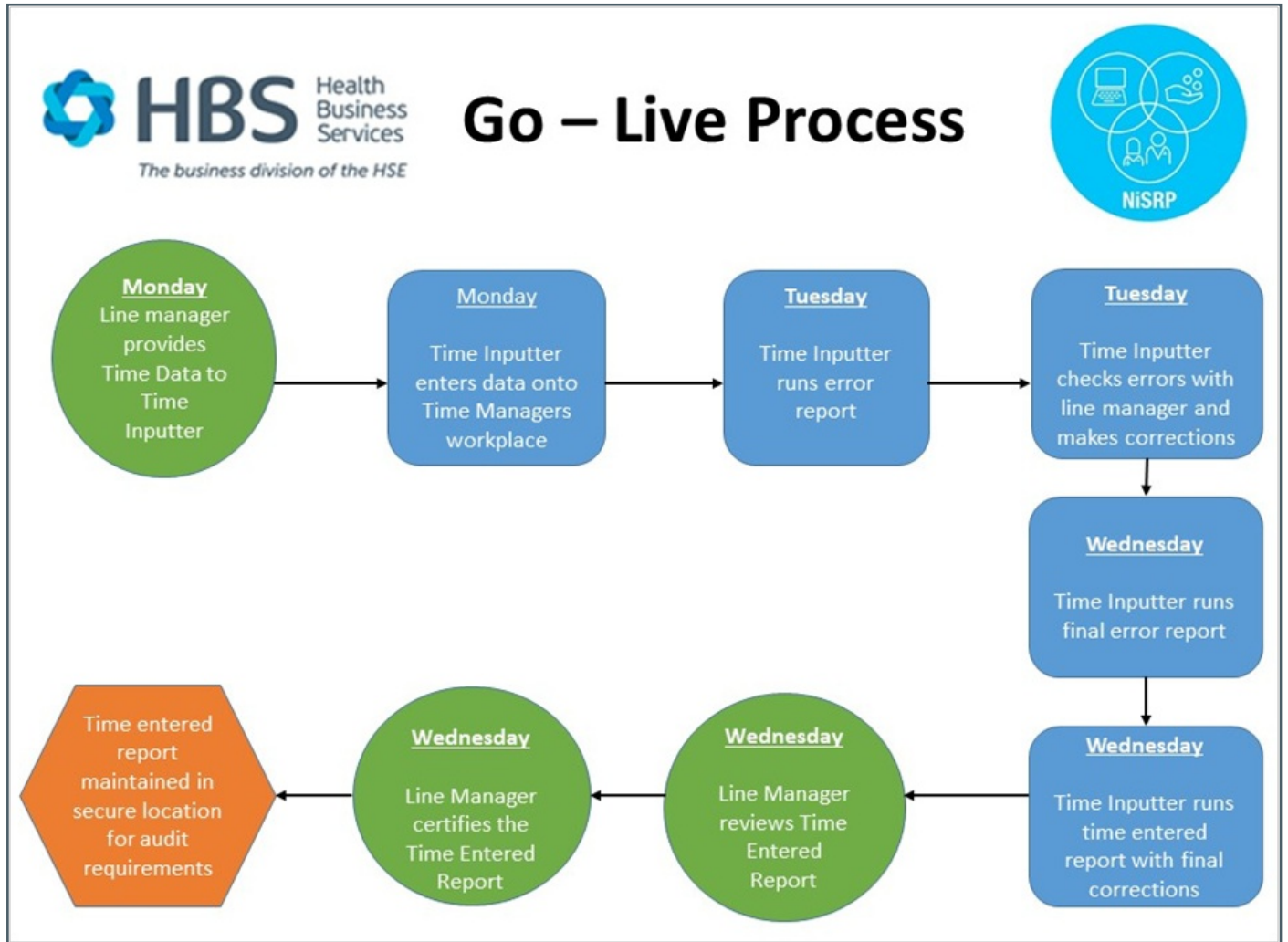


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What will the new weekly absence returning process look like for line managers when the system is live?

The green circles relate to the specific role of line managers in the new absence returning process.



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## Support information

If you have not found a solution to your issue in these FAQs please contact your local NiSRP Project Lead:

CHO/Hospital/Staff	Contact details
South East Community Healthcare	Catherine Dennigan catherine.dennigan@hse.ie  Jacqueline Hassett Jacqueline.Hassett@hse.ie
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