

# Time Returning Officers FAQs



## What is Time Managers Workplace?

Time Managers Workplace is used to record employee's attendance and absences in the SAP Time Management module. The time is entered by the Time Returning Officer ("TRO") for each Employee in their unit on a weekly basis.

W	Date	ID	Subtype text	Start	End	Dal	Number	Dec	P	L	M	Sh	Cost center
MO	12.08.2013	FWT		09:00	17:00	E124	7,00						
TU	13.08.2013	FWT		09:00	17:00	E124	7,00						
WE	14.08.2013	FWT		09:00	17:00	E124	7,00						
TH	15.08.2013	FWT		09:00	17:00	E124	7,00						
FR	16.08.2013	FWT		09:00	17:00	E124	7,00						
SA	17.08.2013	FWT		00:00	00:00	REST	0,00						
SU	18.08.2013	FWT		00:00	00:00	REST	0,00						

## What is a Daily Work Schedule (DWS)?

The shift pattern of the employee which includes start, end and break times. When a DWS is entered it automatically populates the shift associated to it. For night duty shifts these codes begin with a "N" in order to pick up the night duty rates.

## What is a Work Schedule Rule (WSR)?

This is the contracted hours of the employee. A Work schedule rule has the Daily Work Schedule of an Employee in built. It also records whether an Employee is 5/5 (rostered Mon to Fri) or 5/7 (rostered Mon to Sun). Employees will be assigned to a Work Schedule Rule in SAP that matches the shift pattern of that employee.

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## What is a Free Roster?

This is where the employee has no set daily working pattern and Daily Work Schedules (DWS) have to be entered in Time Manager's Workplace (TMW) on a weekly basis to generate any relevant premia payments associated with the worked time.

All Employees on a free roster will receive their contracted hours weekly and the DWS entered picks up the associated premia payment.

## What is a Fixed Roster?

A Fixed Roster places the employee on a set work schedule each working day that doesn't change, e.g. Monday- Friday 9.00am-5.00pm, Sat-Sun Rest (Clerical Admin).

This automatically populates with the associated DWS for each day and so no other entry for this cohort of staff is required other than by exception, i.e. absences (Annual Leave, Parental Leave etc.) and other attendances (Overtime/On Call/Call Out).

## What are Fixed Rotational Rosters?

Fixed Rotational Rosters are similar to Fixed Rosters, however they are fixed for a cycle of time and then return to the start of the cycle, e.g. Mon-Fri Wk1, Sat-Wed Wk2, Mon-Fri Wk1 etc.

TMW is populated with the DWSs associated with the Fixed Rotational Roster Cycle and only additional attendances and absences need to be entered for this cohort of staff.



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

With SAP, we are moving to a fully integrated system. All entries are made by the Time Returning Officer through Time Managers Workplace, with the exception of a small number of items which cannot be entered into TMW these are recorded on a Short Term Payment and Deduction Sheet ("STPDS"), there are two types of these, Pre Go Live for payments to be made prior to GoLive and Post GoLive for payments that occur after GoLive date. An e.g of where this form is to be used is for Sessional Employees who are hourly paid.

The Line Manager is required to provide time data/rosters to the Time Returning Officer on a weekly basis to facilitate time entry into Time Managers Workplace. Time entry begins on a Monday for the previous week. Once entered, this automatically generates through to pay for the next available pay date.

This is a change to the legacy system, which was much more paper based and reliant on submissions directly to local payroll or central payroll. The role of the TRO is to enter Time received and validated from the line manager.

## How do I submit data for an Employee?

A Line Manager should submit data to the Time Returning Officer on Monday of each week.

The Time Returning Officer then enters this data on Time Managers Workplace. Once all data has been entered and all Red errors cleared, the Time Returning Officer runs the Time Entered Report, which is then validated by the Line Manager.



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## What other checks will I need to do?

In the new way of working it is required that an Error Report is run on Tuesday morning to check the time entered on Monday. This report identifies RED Errors that will impact pay. They must be addressed and cleared for time to generate correct pay. Failure to clear Red Errors will result in errors in pay.

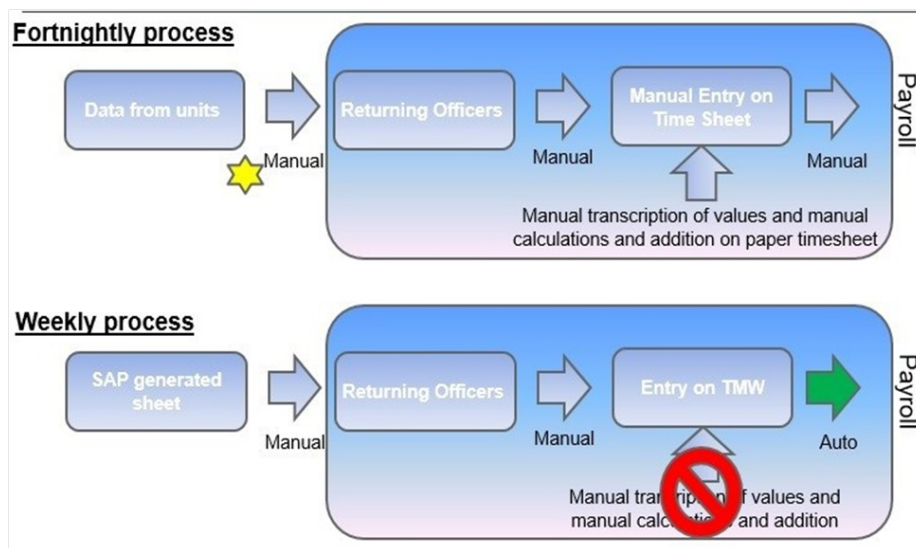
The Time Inputter will rerun the Error Report on Wednesday morning to ensure all Red Errors are cleared. Then the Time Entered Report is run. The Time entered report is signed by the TRO and validated, approved and signed off by the line manager.

## How do I get SAP technical support?

Your one stop shop for all SAP information, education and support is available on the HPSA Moodle: <http://hpsa.healthirl.net/moodle>

## I return time on a fortnightly basis - will this change when NiSRP is introduced?

When NiSRP is introduced time will be returned to payroll on a weekly basis via Time Managers Workplace. The graphic below explains the process.



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 For more, click here

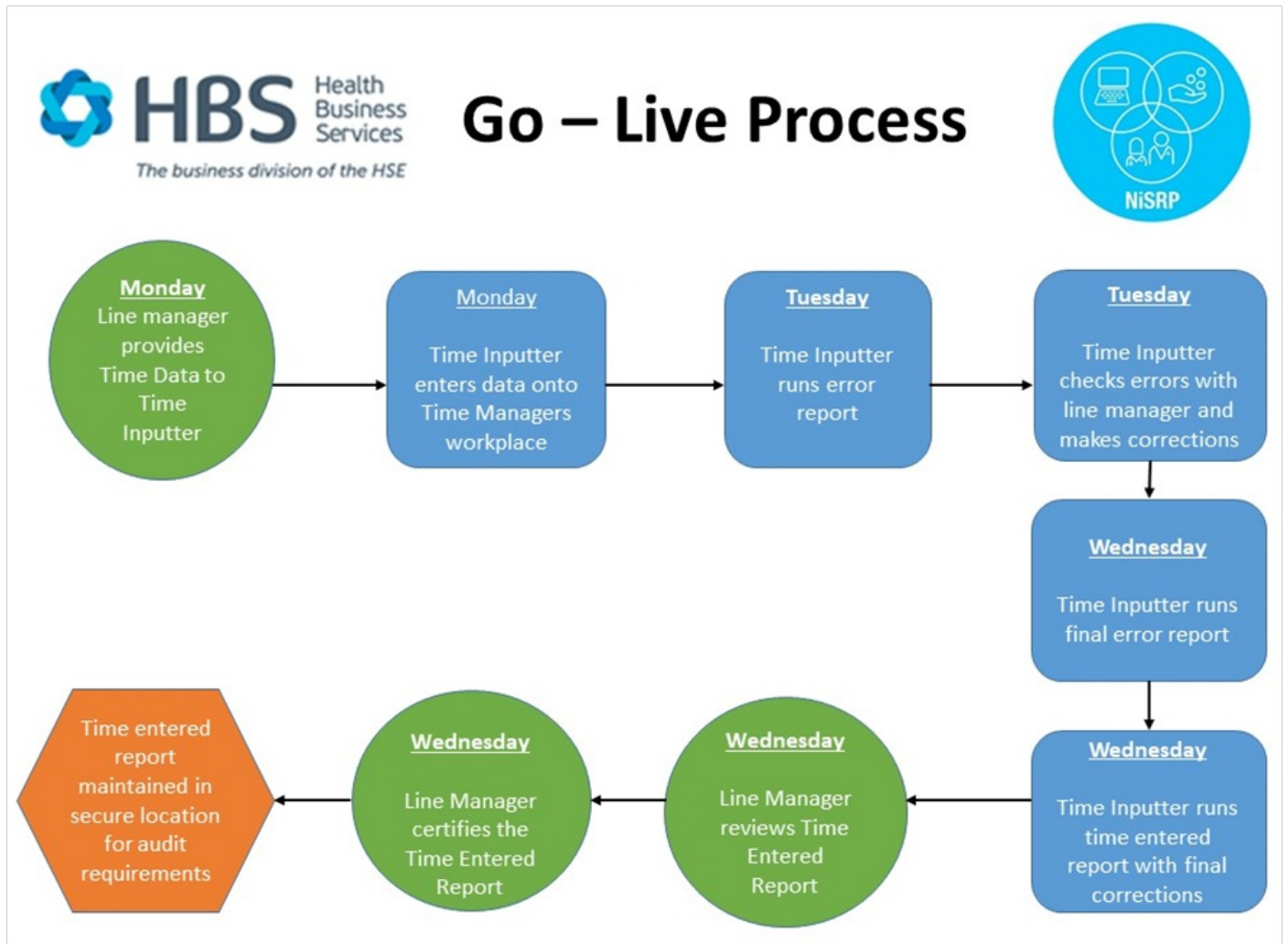
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## What will the new weekly time returning process look like for Time Returning Officers?

See visual representation of this process below. Note the “blue squares” are Time Inputter actions and “green circles” line manager action. Click [here](#) to download a printable PDF of this.



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# Time Returning Officers FAQs



## 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

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