Time Returning Officer
Daily Tips

TRO Daily Tip

Fixed Roster

- Set up for contracted hours i.e. Clerical Officer working fulltime 37 hours or less if there are on reduced hours

- Daily pattern of attendance does not change and is prepopulated in TMW e.g. Clerical Officer working Monday to Thursday 9:00 to 17:30 and Friday 9:00 to 17:00

Set up in HR Master Data:

Work schedule rule		
Work schedule rule	L2FN WK1	Adm1 37hrs 5/5
Time Mgmt status	9 - Time evaluation of planned times	
Working week	EE: 5 over 5	

Feeds into TMW

→

Time Data

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...
MO	10.02.2020	PWT		09:00	17:30	D095		7.50
TU	11.02.2020	PWT		09:00	17:30	D095		7.50
WE	12.02.2020	PWT		09:00	17:30	D095		7.50
TH	13.02.2020	PWT		09:00	17:30	D095		7.50
FR	14.02.2020	PWT		09:00	17:00	DS1N		7.00
SA	15.02.2020	PWT		00:00	00:00	REST		0.00
SU	16.02.2020	PWT		00:00	00:00	REST		0.00

Note: No time to be entered as pre populated as above – absences must be entered e.g. Sick Leave, Annual Leave

TRO Daily Tip

Free Roster (AR)

- Set up for contracted hours i.e. a nurse working fulltime 39 hours or less if there are on reduced hours
- Hours of attendance to be returned each week in TMW as per the roster
- Select DWS from drop down
- Off duty is returned as REST

Set up in HR Master Data

Feeds into TMW

Work schedule rule		
Work schedule rule	AR36 5/7	Flexible Roster 36 5/7
Time Mgmt status	9 - Time evaluation of planned times	
Working week	EE: 5 over 7	

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W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	
MO	10.02.2020	PWT		00:00	00:00	AR36		7.20	
TU	11.02.2020	PWT		00:00	00:00	AR36		7.20	
WE	12.02.2020	PWT		00:00	00:00	AR36		7.20	
TH	13.02.2020	PWT		00:00	00:00	AR36		7.20	
FR	14.02.2020	PWT		00:00	00:00	AR36		7.20	
SA	15.02.2020	PWT		00:00	00:00	AR36		7.20	
SU	16.02.2020	PWT		00:00	00:00	AR36		7.20	

Note: In example above EE is set up for 36 hours per week 5/7 as this staff member is contracted for 36 hours. Start & end times are set to 00:00 as above, therefore time must be entered as per the roster by selecting a DWS from drop down and off duty is entered as REST.
7.20 is calculated as average daily hours based on 36 hour contract 5/7 (7.2 x5 = 36)

TRO Daily Tip

HRPD (Hourly Paid)

- Casual
- Cover on a casual if & when basis
- Positive time entry required

Work schedule rule		
Work schedule rule	HRPD 5/7	Hourly Paid Employees 5/7
Time Mgmt status	9 - Time evaluation of planned times	
Working week	EE: 5 over 7	

Setup in HR Master Data

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Feeds into TMW

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P
MO	10.02.2020	PWT		00:00	00:00	OFF		0.00	
TU	11.02.2020	PWT		00:00	00:00	OFF		0.00	
WE	12.02.2020	PWT		00:00	00:00	OFF		0.00	
TH	13.02.2020	PWT		00:00	00:00	OFF		0.00	
FR	14.02.2020	PWT		00:00	00:00	OFF		0.00	
SA	15.02.2020	PWT		00:00	00:00	OFF		0.00	
SU	16.02.2020	PWT		00:00	00:00	OFF		0.00	

Note: In above screenshot unless time is entered EE will receive no payment

TRO Daily Tip

Casual HRPD

- Positive time entry is required each week otherwise the employee will not be paid

Fees / Sessions

- Do not return time

- Time Mgmt Status is set to 0

- Hours / Sessions must be return to payroll on the Short Term Payment & Deduction sheet

DAILY WORK SCHEDULES

❑Daily Work Schedules (DWS) are codes that are defined to include a daily shift pattern

e.g. 12 hour shift 08:00 to 20:00. The DWS is set up to include night duty hours, unsocial hours & unpaid breaks

❑When a DWS is used night duty and unsocial hours rules are built in the background

therefore **do not use B codes (B006 or B010)** to pay unsocial or night duty as these payments

will be generated automatically and it will result in an overpayment to the employee.

TRO Daily Tip

If you are entering time against a **free roster (e.g. AR39 5/7)** and the required DWS is not available please ensure you input as follows (**only if DWS is not available**):

- Enter start & finish time and if the shift attracts premium payment for example night duty or unsocial hours
- Expand the record – select code B006 and in the numbers column enter the number of night duty hours (**NB** night duty is defined as hours worked between 8pm and 8am and EE must work 3 hours between midnight and 7am)
- Expand the record – select code B010 and in the numbers column enter the number of unsocial hours (**NB** unsocial hours are defined as hours worked from 6pm/8pm till end of day shift)

TRO Daily Tip – B Codes

When to use Overtime Code B001

If an EE is has worked standard contracted hours for the grade and is working a extra approved overtime shift then use B001

E.g. a staff nurse has worked 39 hours and is working a extra shift - expand record select B001 and enter start & finish time

When to use

Extra hours without premium code B003

Extra hours with premiums code B005(Sat/Sun/PH hours)

These codes will pay flat rate

If an EE on reduced hours is working extra hours these codes must be used until the standard contracted hours for the grade has been worked.

E.g. a staff nurse works 25 hours per week and is working a extra shift expand the record select B003 / B005 depending on whether the shift attracts premiums enter start & finish time

Returning time for Night Duty in TMW

TRO Daily Tip

To return a night duty shift in TMW:

- Select a DWS night duty code from the drop down (typically start with N).

- This will pay night duty premium

- <u>*NOTE:*</u> You are not required to split the ND shift at midnight, the system will read the rules mapped in the background and apply accordingly e.g. if a ND commences on a Monday night at 20:00 to 08:00 Tuesday morning, select **NA30 on the Monday this will pay full 12 hour night duty with no break as per code**

***It is important to note that for a night duty shift worked on a Sunday going into Monday morning (beginning of a new pay period) the full ND shift is paid in the current pay period and not carried forward ***

TRO Daily Tip

The following is an example of how an overtime shift at night is entered in TMW:

A nurse works an overtime shift on Monday 1st July 2019 from 20:00 to 08:00. To ensure the correct rates are applied, it is important that you split the record as follows:

- **Expand record**

- **Monday 1.7 - Select B001 & enter 20:00 to 24:00**

- **Tuesday 2/7 - Select B001 & enter 00:00 to 08:00**

- **Enter & Save**

TRO Daily Tip – How to record hours worked during Carer's Leave Absence

Carer's Leave absence will be pre-populated and if the EE works (up to 18.5 hours allowable from 01.01.2020) this is entered in TMW using code B025
Expand record – select B0025 - enter start & finish times

If the EE is on SL or AL you enter the time they were scheduled to work as above and an email must be sent to NPA to adjust quotas
Do not delete CL absence and replace it with Sick Leave or Annual Leave

NiSRP - Recording of Sick Leave

TRO Daily Tip

Certified Sick Leave is entered from the first date of absence and should include rest period / weekend if the sick leave absence spans the rest period / weekend i.e. the employee must be absent both before and after the rest period/weekend

The following are examples to assist you:

➢ *An employee works 5/5 roster Monday to Friday. He/she goes sick on Monday and resumes duty the following Monday. Sick leave in this instance should be recorded Monday – Friday and the rest days Sat & Sun are not recorded as sick leave. The sick leave in this case did not span the rest period as the employee resumed duty on Monday (next rostered day on duty)*

➢ *If however the employee did not resume duty on the next rostered day then the weekend must be recorded as sick leave*

For sick leave that spans a number of weeks you must extend the SL record do not create a new SL record each week

The enhanced SL schemes will be pre-populated. These include CIP, TRR, SAPS Injury at Work. If you find that they have not been pre-populated please contact NPA immediately as this will result in an overpayment.

TRO Daily Tip – Sick Leave Codes

Code	SL type	Comment
A004	Self-Certified Sick Leave	Limit of 7 days Self certified SL in a rolling 24 month period
A003	Certified Sick Leave	It is important that for the overall sick leave count that the correct code is used regardless of whether the EE is on full pay, half pay or nil pay
	Enhanced schemes i.e. CIP, TRR, serious physical assault scheme or injury at work	Pre-populated by NPA
A027	Pregnancy Related Illness (PRI)	
A028	PRI pay extension	EE remains on half pay
A029	SL after ML	EE may have access to additional sick leave at half pay (HR circular 24/2015 refers) Please contact your local HR Dept. for guidance on eligibility

TRO Daily Tip

Select

- A003 Certified Sick Leave
- A004 Self Certified Sick Leave
- A027 Pregnancy Related Illness (PRI)

It is important that for the overall sick leave count that the correct code is used regardless of whether the EE is on full pay, half pay or nil pay

Do not select code

- A025 Sick pay withheld (certified)
- A026 sick pay withheld (self-certified)

TRO Daily Tip

Parental Leave

NPR = Set up PL quota

TRO = Enters PL days / times in TMW

Recording Planned Essential Services (PES) in TMW for Public Health Nurses

Codes to use:

Enter **C021** with a start & finish time – this will pay the fixed payment for being on-call over the weekend

Enter **C022** and the number of call outs (units) – this will pay the rate for the 1st call out on Sat/Sun and the lower rate for subsequent call outs

In the example below the follow pay will generate:

Fixed payment

2 1st call outs – for Sat & Sun

1 subsequent call out for Sunday

SA 31.08.2019								☑	🗀	
	PWT		00:00	00:00	REST		0.00	☐ ☐		
	C021	Essential Serv - Paid	09:00	17:00			0.00	☐ ☐		
	C022	Sub calls sat/sun				1.00	0.00	☐ ☐		
							0.00	☐ ☐		
SU 01.09.2019								☑	🗀	
	PWT		00:00	00:00	REST		0.00	☐ ☐		
	C022	Sub calls sat/sun				2.00	0.00	☐ ☐		
							0.00	☐ ☐		

Daily Tip - EEs with Multiple Posts

Some employees may work in 2 posts e.g. a health care assistant may also undertake caretaker duties or a nurse in a hospital may also work in the community.

How to manage this on SAP:

- The primary post is set up on SAP i.e. the post where the most hours are worked. Time & Attendance is entered in TMW as normal

- Hours worked in the 2nd post must be returned for payment on the Short term payments & deduction sheet (STPDS). Please refer to the tip on STPD sheet for guidelines of how to complete same

Time off in Lieu (TOIL)

TOIL can be entered on SAP

SAP Code
B007 TOIL - Accrue
A015 TOIL - Absence

Hours must be accrued (B007 entry in TMW) before hours can be taken

(A015 entry in TMW)

To enter B007 TOIL - Accrue:

- Expand the record

- Enter B007 along with start & end time

- Enter & save

When the batch programme runs overnight the records are all updated and the accrual / quota is available

To enter A015 TOIL - Absence:

- Expand the record

- Enter A015 along with Start & finish time

- Enter & Save

Temporary Rehabilitation Remuneration (TRR) Process

✓ In the first instance the TRO will return the EE for a sick leave absence (certified SL = A003) in TMW ensuring that the EE will receive basic pay (or nil pay if the CSL has been exhausted).

✓ Once an approved HR114 TRR application form and Occupational Health report has been received by NPR and the TRR amount payable has been calculated by Pensions Management, NPA will amend CSL (A003) to TRR/Sick Leave Rehab absence.

✓ The Sick Leave (Rehab) absence will be pre populated in Time Managers Workplace. And the TROs **should not** make any amendments to the Absence – this will be maintained by NPA

✓ NPR are to be notified by the Line Manager if

✓ EE returns to work

✓ EE is reviewed by Occupational Health and the benefit is extended or ceased.

TRR limits:

Ordinary SL – 547 days

CIP – 1095 days

Serious Physical Assault Scheme Process

- In the first instance the TRO will return the EE for their rostered hours & sick leave absence (certified SL = A003) in TMW ensuring that the EE will receive basic pay.

- Once an approved HR108(m) Serious Physical Assault form and Occupational Health report has been received by NPA they will set up the quota and amend CSL (A003) to SPA absence. This will generate the premium pay that EE is eligible for.

- TRO will be notified of same through the Line Manager

- TRO will maintain record in TMW until EE returns to work or quota is exhausted

  - **Return the EE for their rostered hours**

  - **SPA absence = A050**

  - **(A051 - 1st Ext / A052 - 2nd Ext applicable to Nursing Staff only)**

Note: Serious Physical Assault Quota

- Non Officer   3 Months salary with allowances & premia

- Officer   6 Months salary with allowances & premia

- Nursing   Staff extension of 3 Months salary with premia, followed by 3 Months basic salary

NiSRP Converting Minutes into Percentages of Hours

Converting Minutes Into Percentages of Hours

Number of Minutes		Percentage of one hour	Number of Minutes		Percentage of one hour
1	=	0.02	31	=	0.52
2	=	0.03	32	=	0.53
3	=	0.05	33	=	0.55
4	=	0.07	34	=	0.57
5	=	0.08	35	=	0.58
6	=	0.10	36	=	0.60
7	=	0.12	37	=	0.62
8	=	0.13	38	=	0.63
9	=	0.15	39	=	0.65
10	=	0.17	40	=	0.67
11	=	0.18	41	=	0.68
12	=	0.20	42	=	0.70
13	=	0.22	43	=	0.72
14	=	0.23	44	=	0.73
15	=	0.25	45	=	0.75
16	=	0.27	46	=	0.77
17	=	0.28	47	=	0.78
18	=	0.30	48	=	0.80
19	=	0.32	49	=	0.82
20	=	0.33	50	=	0.83
21	=	0.35	51	=	0.85
22	=	0.37	52	=	0.87
23	=	0.38	53	=	0.88
24	=	0.40	54	=	0.90
25	=	0.42	55	=	0.92
26	=	0.43	56	=	0.93
27	=	0.45	57	=	0.95
28	=	0.47	58	=	0.97
29	=	0.48	59	=	0.98
30	=	0.50	60	=	1.00

NiSRP Top 6 Red Errors

REMEMBER: PAY WILL BE IMPACTED UNLESS RED ERRORS ARE CLEARED

	Message as appears on error report	Explanation	Solution
1	Enter a Daily Work Schedule (DWS)	EE (Employee) has no DWS entered on that day For example EE on a Free roster 39 hours per week No start & End times entered	Enter a DWS from the drop down
2	Contract End Date Expired	Temporary EE's contract end date has expired	Contact Line Manager or HR to confirm if the EE has ceased employment or extend contract end date. Relevant forms to be completed & submitted to NPR for processing
3	Planned hours overlap attendance	Attendance time recorded overlaps with EEs planned working hours For example: Overtime entered during planned hours	For this example clarify with Line Manager the correct start & end time of OT shift
4	Not enough Quota for att/abs for pers no 870***	The EE has not enough quota available to take this leave For example Parental leave requires a quota in order to avail of this leave	In this example revert to Line Manager and complete & submit HR108(j) to NPR to have PL quota set up
5	Please remove absence on Public Hol	5/5 EEs are pre-scheduled off on a Public Holiday therefore a second absence cannot be recorded on that same day For example Annual Leave entered on a Public Holiday	The annual leave will need to be deleted on that day
6	Force Majeure limit exceeded Trade union leave entitlement exceeded	EE has exceeded the max entitlement for these absences	Revert to Line Manager for clarification / instruction and amend accordingly

TRO Daily Tip

TRO - Please remember that you are required to run your **ERROR REPORT** on **TUESDAY** after you have completed **TIME ENTRY**

All **RED ERRORS** must be **CORRECTED** or **TIME WILL NOT RUN** and **PAY** will be **INCORRECT**

TRO Daily Tip

TRO -

Please remember, you must run your Time Entered Report on Wednesday to validate that the time you have entered in Time Managers Workplace is accurate and correctly reflects shifts/rosters/overtime worked by staff. This information is provided by the Line Manager/Supervisor for the TRO to enter.

LINE MANAGER –

You must review and sign off on the Time Entered Report as per the audit requirements.

This is also your check and validation that the Time Entry is correct as provided by you to the TRO for entry into Time Managers Workplace.

What Absences Require Forms to be Sent to NPA

Description of Leave Type	SAP/NiSRP	Processed through Time	Form required
Annual Leave		Y	N
Career Break		N	Y
Compassionate Leave		Y	N
Maternity Leave with pay		N	Y
Maternity Leave no pay		N	Y
Sick uncertified with pay		Y	N
Sick uncertified no pay		Y	N
Sick certified pay		Y	N
Sick certified reduced pay		Y	N
Special leave no pay (parental leave)		Y	Y for quota to be created

Short Term Payment and Deduction Form (STPD

- The STPD sheet is used for **short term payments and deductions** that cannot be done in TMW

- Examples of what is returned on a STPD sheet

  - Fees & Sessional payment

  - Assisted admissions

  - Double Jobbers

  - Once of payments

- Each form requires **two signatures** - whoever prepares the form and the Administrator/Approver

- The sheet is in excel format and **must** be returned in the same format.

- All forms to be emailed to southstpds@hse.ie

- The completed sheet will then be input on SAP by Central Payroll in Áras Sláinte, Wilton Road, Cork

- A separate sheet should be used for each **Payroll Area**

- Sap is **date driven** so it is imperative that the correct dates are entered

PT61 Time Statement

Use:

- Creates an output that provides an overview of the time entered by the TRO.

- It is up to date after Time Evaluation runs overnight.

- For example, it gives an overview of time balances and time wage types for each employee. Please use this report to check the that the Rosters, Overtime, Sat, Sunday , Night Duty , Leave that you entered have pulled through time and will generate pay correctly.

NiSRP PT61 – Time Statement

This report provides an overview of the time entered. It is up to date after Time Evaluation runs overnight.

You can use this report to check that the Roster, Overtime, Saturday, Sunday, Night Duty, absences that you entered have pulled through time and will generate pay correctly.

TRO Daily Tip – Covid 19 Absence Codes

When to use Covid 19 Absence Codes (Ref HSE HR Circular 034/2020) Please note this is subject to change dependant on updates to HSE Circulars, please ensure that you familiarise yourself with the updates to Covid 19 HSE HR circulars:

You must assign the appropriate Covid 19 absence code in TMW. This is imperative for reporting purposes.

Absence Code:	Applies to:
A030 – Covid19 – Paid Leave	Periods of medically/HSE recommended self-isolation where employee is displaying symptoms of COVID 19, and also to medical diagnosis of COVID 19 infection.
A062 – Covid19 – Available to Work Cocoon	Employees who are deemed to be extremely medically vulnerable and are required to cocoon, may be facilitated to work from home. *This code is only to be used for those in this group, who are awaiting the assignment of work in the home.*
A063 – Covid19 – Available to Work Caring Arrangement	Employees who cannot work outside the home during Covid 19 restrictions due to caring arrangements, may be facilitated to work from home. *This code is only to be used for those in this group, who are awaiting the assignment of work in the home.*

Returning absences in TMW for COVID 19

To return an absence in Time Managers Workplace for Covid19 please select:

Time ID A030 – Covid19 paid leave

NOTE: special leave with pay should apply to periods of medically/HSE recommended self-isolation or self-quarantine where flexible working arrangements are not possible, and also to medical diagnoses of COVID-19 infection.

W..	Date	ID	Subtype text	
MO	30.03.2020			
		PWT		(
		A030	COVID-19 Paid Leave	

Returning on-call for Occupational Health Doctors/Nurses for COVID-19 (CERS Memos 006 & 007/2020)

The business must identify and forward a list of employees affected by this their HR function or NPA function to ensure that the on call rules are created in the employees terms & conditions record on SAP (IT0033)

FOR THE TIME RETURNING OFFICER once the rule is built the time returns can be done in TMW using the following time IDs:

OCCUPATIONAL HEALTH DOCTOR	OCCUPATIONAL HEALTH NURSE
C059 – on call Enter start & end time	C001 – on call Enter start & end time
C060 – call outs Enter start & end time	C007 – call outs Enter start & end time

CERS Memo 16/2020 Overtime & Premium Rates COVID-19

For premium pay the rules are built / mapped in the background in line with the Terms & Conditions of Employment. When the TRO enters a shift that attracts a premium payment this will generate accordingly.

During the COVID19 pandemic staff are been asked to work additional hours or alter their working pattern. To ensure correct payment please note the following:

EXAMPLE

Typically clerical & admin staff work on a 5/5 basis. Therefore sat/sun mapping would not be applied in the background. A clerical officer is now required to work on a 5/7 basis

Step 1 – HR form is submitted to HR / NPA function to change EE to 5/7. The EE can be placed on a Free roster e.g. AR37 5/7 or if there is an existing fixed WSR that matches the new 5/7 work pattern, this can be assigned to the EE.

This can be done for a fixed period i.e. 3 months or indefinitely i.e.31/12/9999

Step 2 – HR / NPA must check if mapping exists

YES – TRO can return time in TMW and EE will be paid correctly

NO – Depending on numbers of staff affected HPSA will configure the rules in the background or the rules can be applied to the individuals master data record in IT0033.

Once the rules are mapped the TRO can return time in TMW and the EE will be paid accordingly

Returning extra hours in TMW using B codes and assigning COVID19 Cost Centre

If an employee on reduced hours works additional hours due to Covid19 requirements these hours should be returned in Time Managers Workplace as follows:
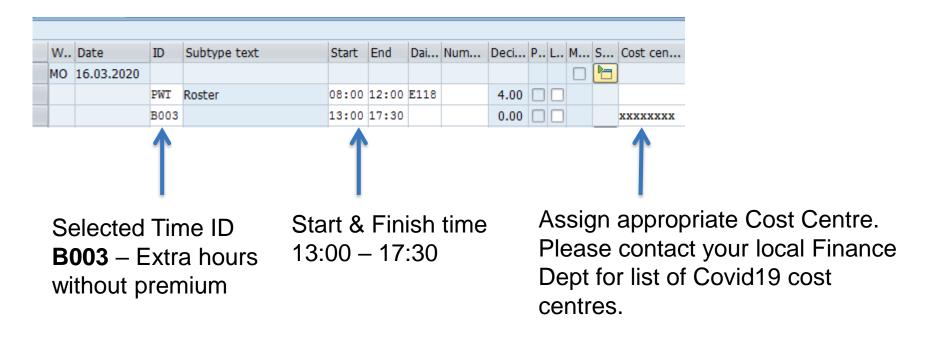
Select appropriate time ID

B003 - Extra hours without premium

B005 – Extra hours with premium

Enter a start and end time.

These codes pay flat rate.

Note:

You must assign the covid19 **_cost centre_** for extra hours worked. This is imperative for reporting purposes. (See next slide)

Returning extra hours in TMW using B codes and assigning COVID19 cost centre

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P..	L..	M...	S...	Cost cen...
MO	16.03.2020										☐	🗁	
		PWT	Roster	08:00	12:00	E118		4.00	☐	☐			
		B003		13:00	17:30			0.00	☐	☐			xxxxxxxx

Selected Time ID
B003 – Extra hours without premium

Start & Finish time
13:00 – 17:30

Assign appropriate Cost Centre. Please contact your local Finance Dept for list of Covid19 cost centres.

Returning overtime in TMW assigning COVID 19 cost centre

If an employee on whole time hours works approved overtime hours due to Covid19 requirements these hours should be returned in Time Managers Workplace as follows:

Time ID for Overtime = B001

If an EE has worked standard contracted hours for the grade and is working a extra approved overtime shift use B001

E.g. a staff member has worked 39 hours and is working a extra shift - expand record select B001 and enter start & finish time

These codes pay OT rates in line with HSE T&Cs.

Note:

You must assign the covid19 ***cost centre*** for extra hours worked. This is imperative for reporting purposes.

Returning overtime in TMW assigning COVID19 cost centre

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P..	L..	M...	S...	Cost cen...
MO	16.03.2020										☐	📁	
		PWT	Roster	08:00	12:00	E118		4.00	☐	☐			
		B001		13:00	20:00			0.00	☐	☐			XXXXXXXXX

Selected Time ID
B001 – Overtime

Start & Finish time
13:00 – 20:00

Assign appropriate Cost Centre. Please contact your local Finance Dept for list of Covid19 cost centres