

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 paper 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?

A line manager must still provide a timesheet to the TRO each week (regardless of their working week 5/5 or 5/7). It is the line managers responsibility to provide their TRO a timesheet which sets out hours worked (this may be pre-populated for 5/5 people) and all additional attendances and absences. This ensures that all absences are captured on the system. While all staff should be using My HSE Self Service to apply for their leave there will be instances where an employee may not be able to get to their Self Service account for example if someone is on sick leave they may not be in a position to input the leave.

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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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/sub-TROs will need to:

1. Report attendance/absences (AL, PL, SL) on weekly basis so TRO can ensure Time Entered
2. Report accurately reflects attendance/absences from the previous week.

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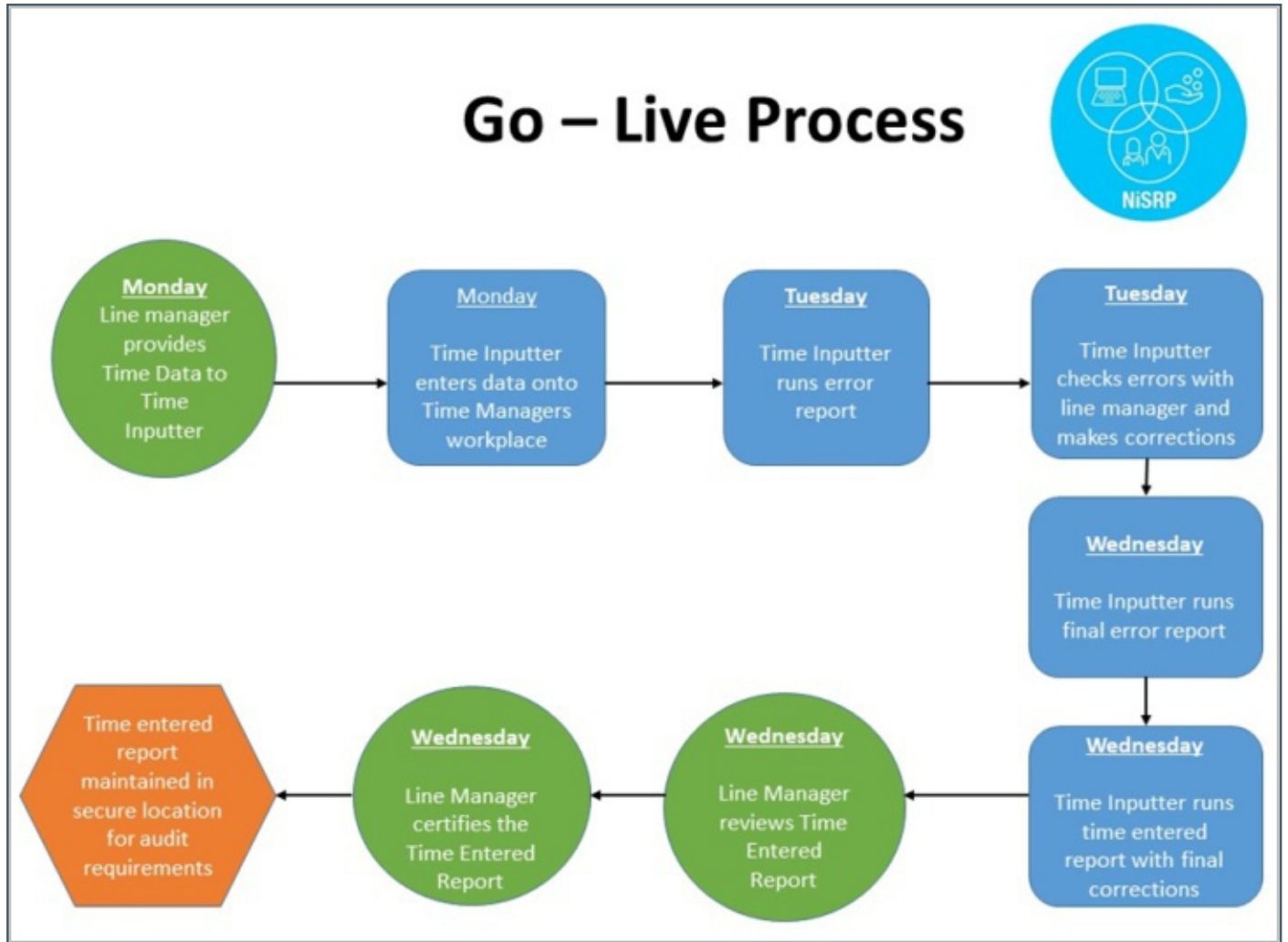
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What will the new weekly absence returning process look like for line managers when the system is live?

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



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