What are the main changes in relation to the NiSRP SAP System?

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

This is a change from the old process where Time would be forwarded on a fortnightly basis through the legacy system.

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

No, time will need to be submitted to the TRO every week on a Monday morning, for the previous week.

What happens when leave is applied for on My HSE Self Service?

When leave is applied for and approved on My HSE Self Service it will automatically populate into Time Managers Workplace, there will be no need for it to be entered by the TRO.

The Line Manager should still make the TRO aware of this leave, as the TRO needs to sign off on the Time Entered Report.

Will we 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.

The new SAP system is unavailable from the Wednesday prior to the pay date for TROs so it is vital that everything is entered prior to this deadline.

Line Managers (5/7)
General Time Return
Related FAQs

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 documents 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.

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

Yes. Line managers/sub-TROs need to:

Report attendance/absences (AL, PL, SL) on weekly basis so TROs can ensure the Time Entered Report accurately reflects attendance/absences from the previous week. If an Employee is on a fixed roster, there is no need to enter Daily Work Schedules (DWS). For an Employee on a Free roster, a DWS will need to be entered for each shift worked, and rest against any days off.
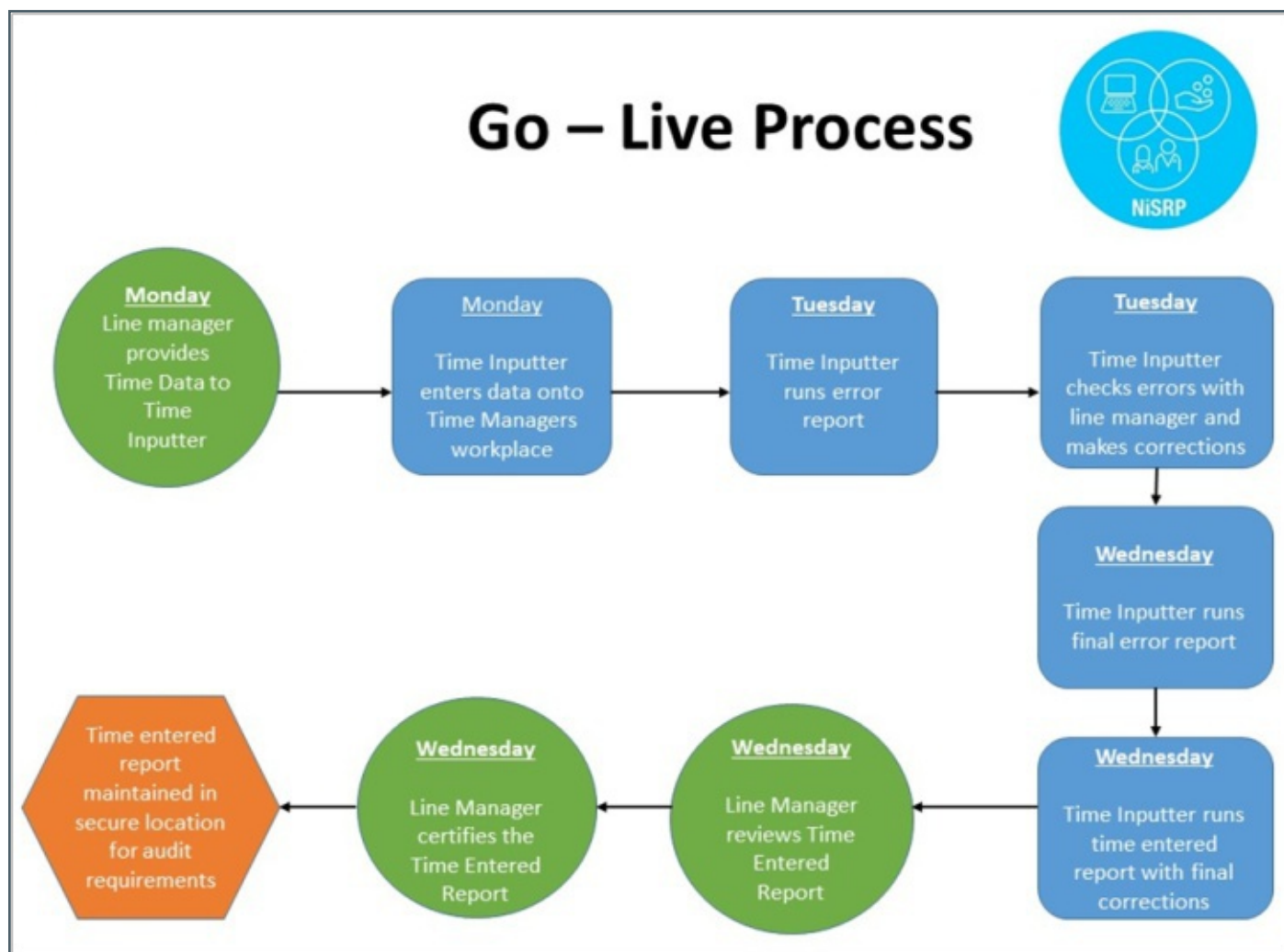

What will the new weekly absence returning process look like for line managers when ths system is live?

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

Go – Live Process

NiSRP

Monday
Line manager provides Time Data to Time Inputter

Monday
Time Inputter enters data onto Time Managers workplace

Tuesday
Time Inputter runs error report

Tuesday
Time Inputter checks errors with line manager and makes corrections

Wednesday
Time Inputter runs final error report

Wednesday
Time Inputter runs time entered report with final corrections

Wednesday
Line Manager reviews Time Entered Report

Wednesday
Line Manager certifies the Time Entered Report

Time entered report maintained in secure location for audit requirements