



TRO Daily Tips





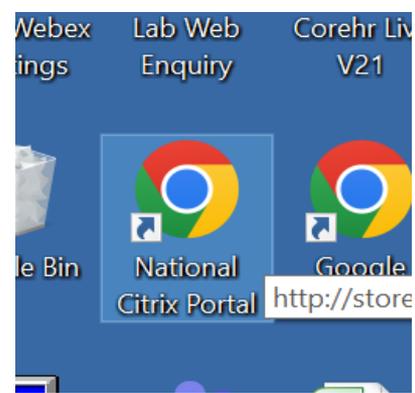
How to log in to SAP Live Client



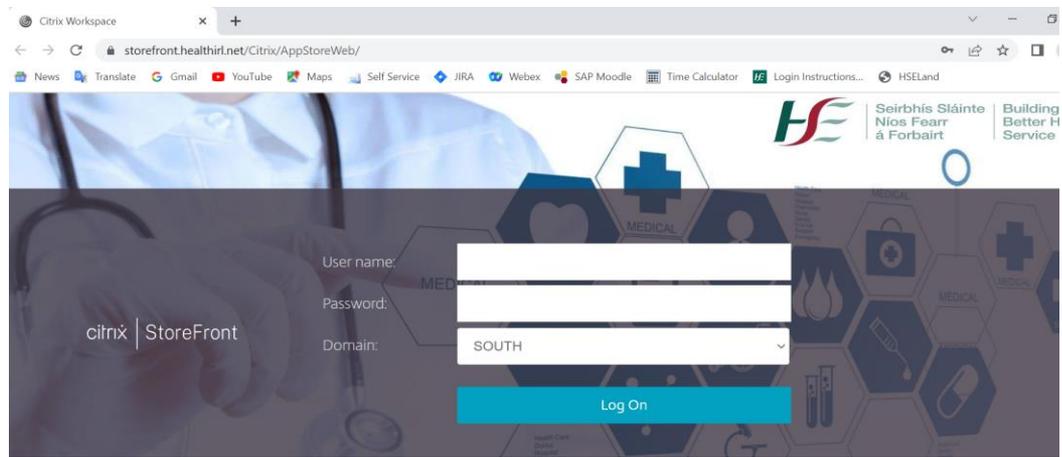


How to log in to SAP – Live Client

Step 1: Open National Citrix Portal/Storefront



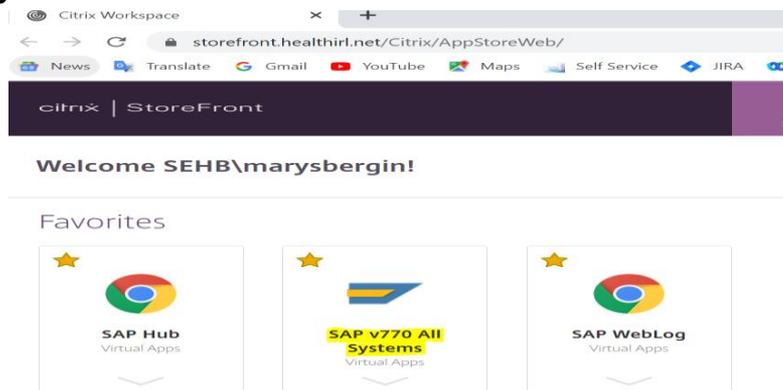
Step 2: Enter your PC username, password and domain below.





How to log in to SAP – Live Client

Step 3: Click on SAP v770 All Systems



Step 4: Click Permit Use

Citrix Receiver - Security Warning

 An online application is attempting to access information on a device attached to your computer.

→ Block access
Do not permit the application to use these devices.

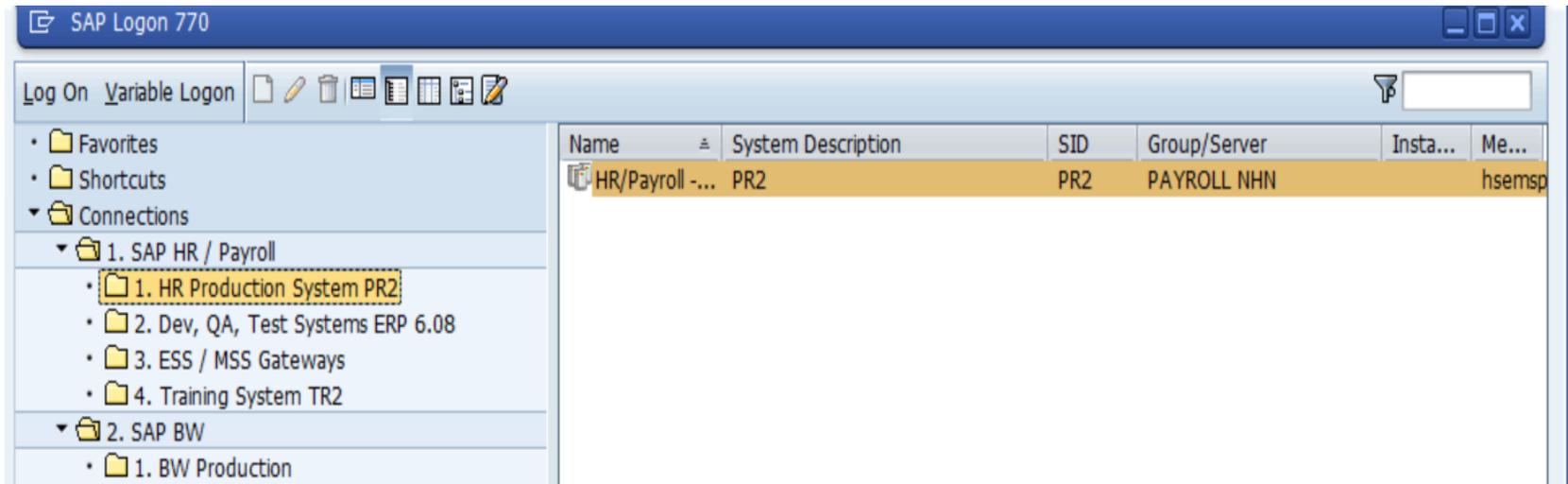
→ Permit use
Permit the application to use these devices.

Do not ask me again for this site.



How to log in to SAP – Live Client

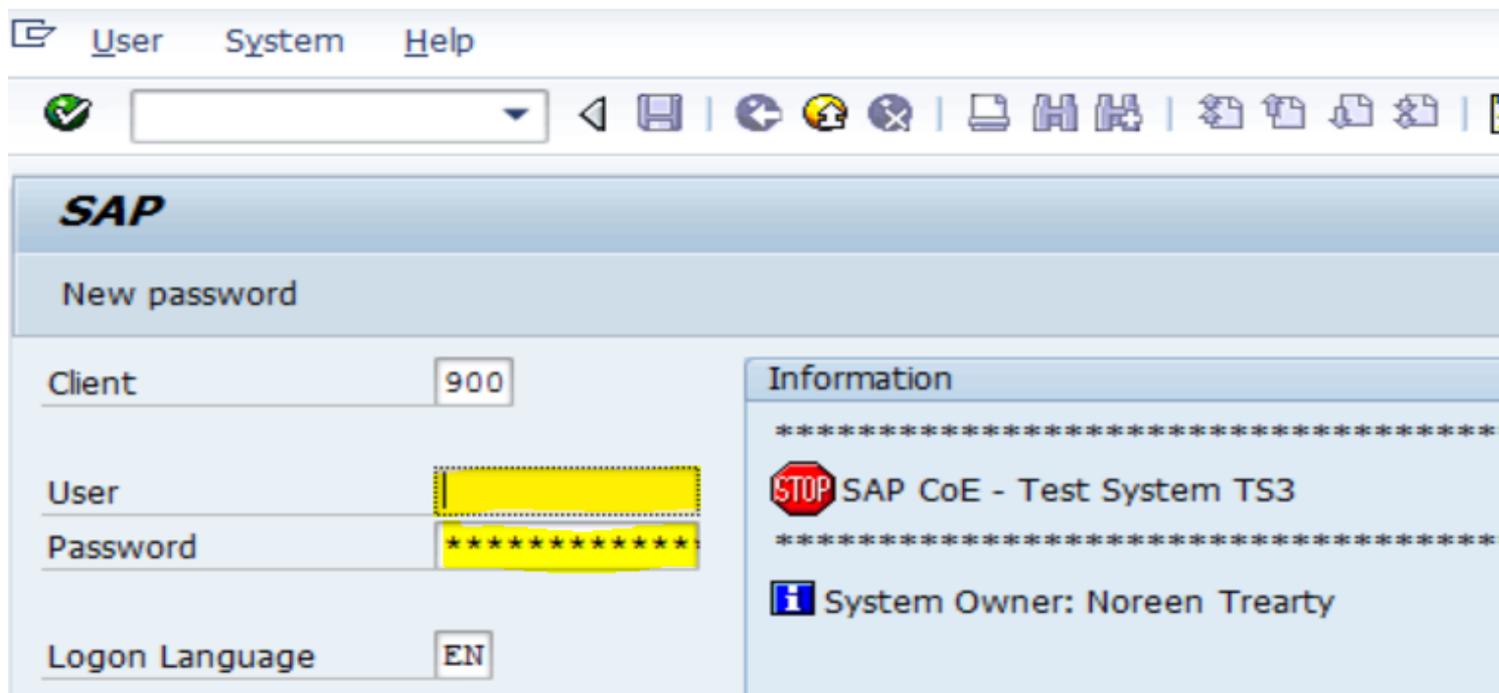
Step 5: Click SAP HR/Payroll, then click HR Production System PR2
PR2 (Live Client) highlighted on right hand side of screen.





How to log in to SAP – Live Client

Step 6: You will receive an email with your SAP username and password which you will be prompted to change prior to the commencement of time entry.





How to add transaction codes to favourites on SAP



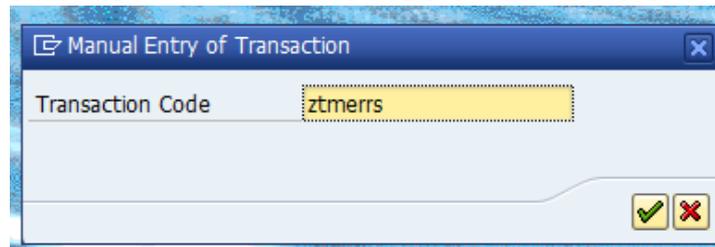
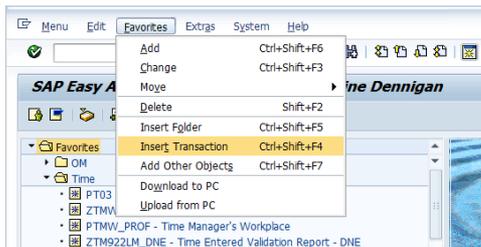
How to insert a transaction code to your favourites in SAP

The following are a list of 5 transaction codes you will require:

1. Time Managers Workplace: **PTMW**
2. Change time Profile: **PTMW_Prof**
3. Error Report: **ZTMERRS**
4. Time Entered Report: **ZTM_922LM**
5. Time Statement: **PT61**

To add these to your favourites:

Favourites – Insert transactions – Enter transaction code





How to change a Time Profile

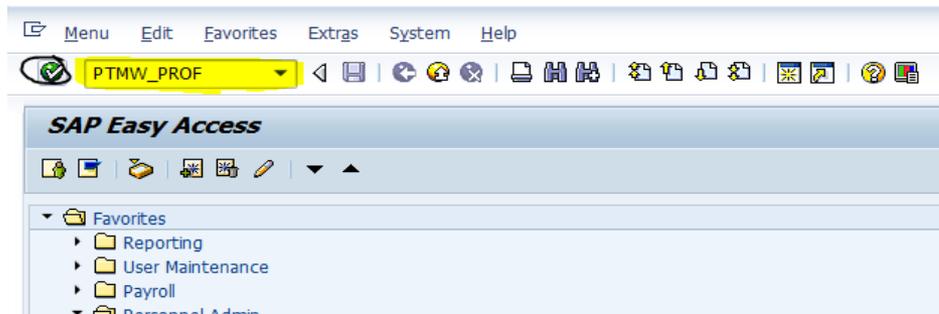




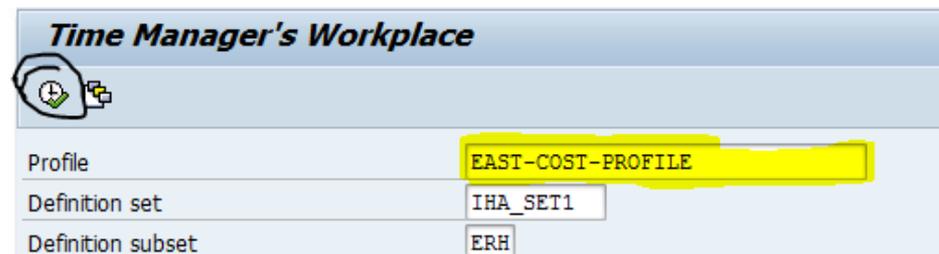
How to change a Time Profile

Step 1: Log into SAP

Step 2: In the command box in the top left of your SAP screen type in **PTMW_PROF** and click the green tick as shown below. You may wish to add this transaction code to your favourites.



Step 3: Input the profile name into the yellow text box as shown below and click the execute button





Commonly used Time IDs used in Time Managers Workplace





Time Managers Workplace – Most Commonly used Time IDs

Time IDs / Codes (TRO can use to enter the absence IDs if it has not gone through Self Service)	Description	Comment
A001	Annual Leave	
A006	Parental Leave	Once the Quota is set up the TRO can return the PL day(s) or hours
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 SL count that the correct code is used regardless of whether the EE is on full, half pay or nil pay
A027	Pregnancy Related Illness (PRI)	
A028	PRI pay extension	EE remains on half pay
A029	Sick Leave after Maternity Leave	EE may have access to additional SL at half pay (HR circular 24/2015 refers) Please contact your local HR Dept for guidance on eligibility
B001	Overtime Paid	Overtime rates paid in line with the T & Cs
B003	Extra hours	This pays flat rate
B005	Extra hours with Premiums	This code should be used on Sat, Sun or PH
B007 A015	TOIL Accrue TOIL Absence	An EE must have the time worked up before the absence can be availed of
B008	Sleepover	Sleepovers are returned in units not hours 1 unit = 1 sleepover
B025	Hours worked while on Carer's Leave	An EE can work up to 18.5 hours while on CL Select B025 – and enter start & end times



DWS Explained





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.



Time Entry for Rest Days or Rostered Days



Time Entry for Rest Days

- An employee on a free WSR requires time to be entered for them each week. This means entering a Daily Work Schedule (DWS) for each day on a continuous basis.
- If the employee is on a Free 5/7 Roster e.g. AR39 5/7 it is imperative that **REST** is entered on the days the EE is not scheduled to work.
- In the example below Free 5/7 Roster time entry has not been complete for the Saturday and Sunday. This causes a **red error** and can result in incorrect payment to employees. A DWS or REST will need to be entered in order to correct the record.

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P..	L..	M...	S...	C
MO	02.11.2020	PWT	Roster	00:00	00:00	REST	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
TU	03.11.2020	PWT	Roster	08:00	17:30	DM05	0,00	8,50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
WE	04.11.2020	PWT	Roster	08:00	17:30	DM05	0,00	8,50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
TH	05.11.2020	PWT	Roster	08:00	18:00	DM09	0,00	9,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
FR	06.11.2020	PWT	Roster	08:00	17:30	DM05	0,00	8,50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SA	07.11.2020	PWT		00:00	24:00	AR39		7,80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SU	08.11.2020	PWT		00:00	24:00	AR39		7,80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- If the employee is on a Free 5/5 Roster e.g. AR39 5/5 **REST** will be prepopulated for Saturday and Sunday.



Overtime & Extra Hours



Overtime

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 37.5 hours and is working a extra shift - expand record select B001 and enter start & finish time

MO	27.05.2024									<input checked="" type="checkbox"/>	
		PWT		09:00	17:00	DS1N		7.00	<input type="checkbox"/>	<input type="checkbox"/>	
		B001	Overtime	17:00	19:00			2.00	<input type="checkbox"/>	<input type="checkbox"/>	
								0.00	<input type="checkbox"/>	<input type="checkbox"/>	
TU	28.05.2024	PWT		09:00	17:00	DS1N		7.00	<input type="checkbox"/>	<input type="checkbox"/>	
WE	29.05.2024	PWT		09:00	17:00	DS1N		7.00	<input type="checkbox"/>	<input type="checkbox"/>	
TH	30.05.2024	PWT		09:00	17:00	DS1N		7.00	<input type="checkbox"/>	<input type="checkbox"/>	
FR	31.05.2024	PWT		09:00	17:00	DS1N		7.00	<input type="checkbox"/>	<input type="checkbox"/>	
SA	01.06.2024	PWT		00:00	00:00	REST		0.00	<input type="checkbox"/>	<input type="checkbox"/>	
SU	02.06.2024	PWT		00:00	00:00	REST		0.00	<input type="checkbox"/>	<input type="checkbox"/>	



NiSRP - Entering an overtime shift at night

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 Saturday night 10.10.2020 from 20:00 to 08:15. To ensure the correct rates are applied, it is important that you split the record as follows:

- **Expand record**
- **Saturday 10.10 - Select B001 & enter 20:00 to 24:00**
- **Sunday 11.10 - Select B001 & enter 00:00 to 08:15**
- **Enter & Save**

SA	10.10.2020									<input checked="" type="checkbox"/>	
		PWT	Roster	00:00	00:00	REST		0.00	<input type="checkbox"/>	<input type="checkbox"/>	
			B001	Overtime	20:00	24:00		4.00	<input type="checkbox"/>	<input type="checkbox"/>	
								0.00	<input type="checkbox"/>	<input type="checkbox"/>	
SU	11.10.2020									<input checked="" type="checkbox"/>	
		PWT	Roster	00:00	00:00	REST		0.00	<input type="checkbox"/>	<input type="checkbox"/>	
			B001	Overtime	00:00	08:15		8.25	<input type="checkbox"/>	<input type="checkbox"/>	
								0.00	<input type="checkbox"/>	<input type="checkbox"/>	



Extra Hours (Flat Rate)

When to use Extra hours without premium code B003 / Extra hours with premiums code B005 (Sat / Sun / PHs) 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 enter start & finish times. If unsocial hours or night duty hours are associated with the shift they need to be coded also expand - select B010 or B006 and in the numbers column populate the number of hours to be paid

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P..	L..	M...	S...	Cos
MO	27.05.2024										<input checked="" type="checkbox"/>		
		PWT		08:00	12:00	E118		4.00	<input type="checkbox"/>	<input type="checkbox"/>			
		B003	Extra Hours	12:00	20:00			8.00	<input type="checkbox"/>	<input type="checkbox"/>			
		B010	Unsocial hrs				2.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>			
								0.00	<input type="checkbox"/>	<input type="checkbox"/>			
TU	28.05.2024	PWT		08:00	12:00	E118		4.00	<input type="checkbox"/>	<input type="checkbox"/>			
WE	29.05.2024	PWT		08:00	11:30	EC24		3.50	<input type="checkbox"/>	<input type="checkbox"/>			
TH	30.05.2024	PWT		08:00	11:30	EC24		3.50	<input type="checkbox"/>	<input type="checkbox"/>			
FR	31.05.2024	PWT		08:00	11:30	EC24		3.50	<input type="checkbox"/>	<input type="checkbox"/>			
SA	01.06.2024	PWT		00:00	00:00	REST		0.00	<input type="checkbox"/>	<input type="checkbox"/>			
SU	02.06.2024	PWT		00:00	00:00	REST		0.00	<input type="checkbox"/>	<input type="checkbox"/>			



Guidelines on Overtime





General Principle governing overtime arrangements

Employees may be paid overtime rates for hours worked in excess of the whole time hours for the category / grade. Overtime is calculated on basic pay only.

Overtime for Part-time Employees

Part-time employees who work additional hours, i.e. hours over and above their contracted hours on a pre-arranged basis, will be paid at their normal rates until the standard weekly working hours for the grade have been worked. Part-time employees are entitled to earn overtime payments once they have worked over and above the standard weekly working hours of the whole time equivalent in the given week.

Overtime Rates

Overtime rates may vary depending on the category or grade of employee involved.



Overtime continued

The T&C of Employment sets out the categories of staff that have an overtime rule and the rates applicable. The table below demonstrates how overtime is paid on SAP:

Category of Staff	Overtime rule set out in T&Cs	Payment Method
Nursing Grades	Yes	Time Manager Workplace
Support Grades E.g. HCAs, MTAs, Domestic, Catering staff, Porters, Security Guards	Yes	Time Manager Workplace
NCHDs	Yes	Time Manager Workplace
Clerical & Admin (Incl. EHOs)	Yes	Time Manager Workplace
Craftworkers & Craftmen's Mates	Yes	Time Manager Workplace
Ambulance Personnel	Yes	Time Manager Workplace
Radiographers	Yes HSE HR circular 006/2012 & CERS Memo dated 27/9/2012 refers	Time Manager Workplace
Allied Health Professionals E.g. Medical Scientists, Physiotherapists, Occupational Therapists,	No	STPD Sheet



Sick Leave



Sick Leave

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 HR immediately as this will result in an overpayment.

When an EE is on long term SL they should be changed to a fixed roster for the duration of the absence.



Sick Leave

Note: In TMW for a continuous period of sick leave TRO must push out the end date of the current sick leave record i.e. do not create a new sick leave record each week/day. For each episode of sick leave there should be just one entry.

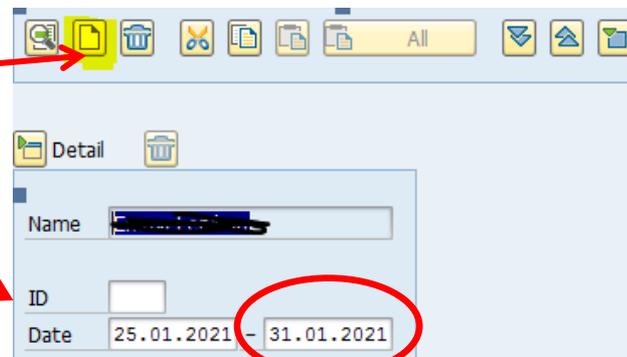
For example: An employee is absent for a continuous 4 week period. This is considered one episode of sick leave and should be recorded in a single block and will output on the sick leave report as one line of data rather than 4 individual lines. This will be of benefit to line managers when they are analysing and determining sick leave eligibility



Entering Sick Leave in a block and extending the block

How to create a new episode of SL

- Click Create Button (bottom of screen)
- 2. Enter ID – A003 (Certified Sick Leave)
- 3. Fill in Date Range (Update the date range accordingly)



See screenshot – Sick Leave has been populated as a block.

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...
MO	25.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
TU	26.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
WE	27.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
TH	28.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
FR	29.01.2021	A003	Sick Leave (Certified)	09:00	17:00	D090		7.40
SA	30.01.2021	A003	Sick Leave (Certified)	00:00	00:00	REST		0.00
SU	31.01.2021	A003	Sick Leave (Certified)	00:00	00:00	REST		0.00

NB: If the Employee continues to be on Sick Leave after this period you need to go back to this record on TMW, double click on the last day of sick leave that has been recorded and extend the end date as required.

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
A003	TRR commencing on or after 04/09/2023	
A057	Sick Leave (CIP)	
A027	Pregnancy Related Illness (PRI)	
A028	PRI pay extension	EE remains on half pay
A029	Sick Leave after Maternity Leave	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
	Enhanced schemes i.e. Serious Physical Assault Scheme or Injury at Work, TRR commencing prior to 04/09/2023.	Pre-populated by NPA/Local PA User



How to run an error report



Error Report

Once all time has been entered the TRO must run the errors report –

Transaction Code: ZTMERRS

(This is done on a Tuesday once Time eval has run overnight)

1. In the other period date field enter the date range – remember the report should be run from the ***go-live date***
2. Enter the Company Code in the Company code field = **104**
3. Enter the Organisational Unit number in to org unit field
4. In the error attributes box enter **E** in the message type, this will display red errors only. This will be pre-populated
5. Click **Execute** Button to run the time evaluation message display report.



Error report continued

Execute Button →

Message type →

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period: [] To: []
Person selection period: [] To: []
Payroll period: []

Selection

Personnel Number: [] []
Employment status: [] []
Company Code: [] []
Personnel area: [] []
Personnel subarea: [] []
Payroll area: [] []
Organizational unit: [] []

Additional Selection

Selection ID: [] []
Directorate/Local Rep 1: [] []
Hosp/LHO/Network: [] []

Error attributes

Category of message type	[]	to	[]	[]
Number of message type	[]	to	[]	[]
Message type	[E]	to	[]	[]
List indicator	[]	to	[]	[]
User text	[]	to	[]	[]
PDC message number	[]	to	[]	[]
Historical record flag	[]	to	[]	[]
Time	[00:00:00]	to	[00:00:00]	[]

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 HR 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 HR 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



Time Entered Report

Time Entered Report

TRO

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 & must be file for audit purposes.

How to run the Time Entered Report

Once all time has been entered and the errors have been cleared, the TRO must run the Time Entered Report report – ***Transaction Code: ZTM_922LM***

1. In the other period date field enter the date range – remember the report should be run for the week you entered time for.
2. Enter the Company Code in the Company code field = **104**
3. Enter the Organisational Unit number in to org unit field
4. Click ***Execute*** Button to run the time evaluation message display report.

Running the Time Entered Report

1. In the data selection period date field enter the date range – remember the report should be run for the week you entered time for.
2. Enter the Company Code in the Company code field = **104**
3. Enter the Organisational Unit number in to org unit field
4. Click **Execute** Button to run the time evaluation message display report.

The screenshot shows the 'Time Evaluation Messages Display' configuration screen. It includes a header with icons, a navigation bar with 'Further selections', 'Search helps', and 'Sort order' buttons. The 'Period' section has radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. The 'Data Selection Period' is set to 27.05.2024 to 02.06.2024, and the 'Person selection period' is 01.01.2018 to 26.05.2024. A 'Payroll period' button is also present. The 'Selection' section contains fields for Personnel Number, Employment status (3), Company Code, Personnel area, Personnel subarea, Organization key, Payroll area, Cost center, and Organizational unit, each with a selection arrow. The 'Additional Selection' section includes Selection ID, Directorate/Local Rep 1, and Hosp/LHO/Network, also with selection arrows.

Time Evaluation Messages Display		
Further selections Search helps Sort order		
Period		
<input type="radio"/> Today	<input type="radio"/> Current month	<input type="radio"/> Current year
<input type="radio"/> Up to today	<input type="radio"/> From today	
<input checked="" type="radio"/> Other period		
Data Selection Period	27.05.2024	To 02.06.2024
Person selection period	01.01.2018	To 26.05.2024
Payroll period		
Selection		
Personnel Number		↕
Employment status	3	↕
Company Code		↕
Personnel area		↕
Personnel subarea		↕
Organization key		↕
Payroll area		↕
Cost center		↕
Organizational unit		↕
Additional Selection		
Selection ID		↕
Directorate/Local Rep 1		↕
Hosp/LHO/Network		↕



Create and save a Variant



Create & Save a Variant

Creating a variant is building a report and saving it so the user can pull it up at any stage to run it.

A TRO should build a variant for their error report & time entered report

Below sets out the steps to create a variant using the error report as an example

Open report (Transaction codes: ZTMERRS) and populate the following fields:

- Date range (error report should always be ran from the go-live date)
- Employment status = 3
- Company Code
- Depending on whether you are building the report by Personnel Number or Org Unit – populate appropriate field
- Message type = E - this will display red errors only
(if you leave this blank it will bring up any red error and yellow warning)



Save a Variant

Program Edit Goto System Help

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

Today Current month Current year

Up to today From today

Other period

Data Selection Period: 02.11.2020 To: 08.11.2020

Person selection period: To:

Payroll period

Selection

Personnel Number		
Employment status	3	
Company Code	101	
Personnel area		
Personnel subarea		
Payroll area		
Organizational unit	20112345	

Hit Save Icon

Name the Variant & give it a meaningful description
e.g. 2F Payroll – Nursing Grades

Variant Attributes

Use Screen Assignment

Variant Name

Description



Carers Leave



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 B025 - enter start & finish times

Select B006 or B010 to pay unsocial or night duty if applicable

If the EE is on SL or AL, enter the time they were scheduled to work as above

Note: *The AL balance/quota can be updated at the end of the AL year via the self service app – leave carried forward tile*

Once the EE submits request via self service and it is approved by the line manager, the AL balance will update



Carer's Leave

With regard to **Sick Leave**, there is no facility to reduce the sick leave allowance so the local area should keep a note of sick leave absences to ensure that sick leave is paid where the employee still has a quota and to ensure that paid sick leave absences are included in the rolling 1 Year and 4 Year count when calculating the off pay and ½ pay dates.

It is not possible to be on 2 different leaves at the same time on SAP.

Do not delete Carer's Leave absence and replace it with Sick Leave or Annual Leave



How to return on-call/call-outs

On-Call/Call-Outs Time Ids:



Call out / On call Time Ids	Payment	Category of Staff
C001	This will pay the on call rate	Theatre Nurses Physiotherapists Maintenance Staff
C006	This will pay the on call rate	NCHDs
C007	This will pay callout rates	Theatre Nurses Maintenance Staff NCHDs
S020	On-call Without Standby Fee per operation, call in without standby	Theatre Nurses
C010	On-Call Sunday (frequent) (Standard On Call + 3/4T for first 8 hours)	NCHDs
C064	This will pay the on call rate	Radiography Staff
C063 C065	This will pay callout rates This will pay callout rates for CT scan	Radiography Staff
C061	This will pay the on call rate	Laboratory Staff
C062	This will pay callout rates	Laboratory Staff
S013 S014 C018	Fee per Call (per ½ hour) with Standby Fee per Call (per hour) without Standby Scheduled Continuation Treatments Saturday, Sunday & Public Holidays (per 3 hour session pro-rata subject to a minimum as set out in the consolidated pay scales)	Physiotherapists



How to return On Call & Call outs in Time Managers Workplace

In Time Managers Workplace

- Expand record
- Select the relevant Time ID – please refer to slide 2
- Enter Start & End times for on call & callout (**note:** for Physiotherapists the number of callouts are entered in the numbers column)

NCHD:

C007	Call-out with Standby	17:00	08:00	
C006	On Call with Stb Mon-Sat	17:00	22:00	

Physiotherapist:

C001	On Call with Standby Sess	17:00	08:00	
S013	Fee per call			3.00

In numbers column return the number of callouts

Theatre Nurse:

C001	On Call with Standby	20:00	08:00
C007	Call-out with Standby	24:00	02:00

Medical Scientist:

C061	On Call off-site Med Lab	20:00	08:00
C062	Call-out On-site Med Lab	22:00	24:00



How to return Weekend Working for Consultants

B Factor is a recurring allowance paid for the on call liability at weekends
This fee is set up as a recurring payment in the employees PA record and will automatically be generated each pay period i.e. no time entry required.

C Factor is recorded through TMW in hours

- Expand record
- Select the appropriate time ID (see table below)
- Enter start & end time
- Save

ID	PTMW Description	Id Description	Recorded in
C008	Call-out with Stb (1:1)	Call-out while on-call-Rota 1:1	Hours
C009	Call-out with Stb (1:2)	Call-out while on-call-Rota 1:2	Hours
C014	Call-out with Stb (= or >1:3)	Call-out while on-call-Rota = or > 1:3	Hours



Time Off in Lieu (TOIL)



Time off in Lieu (TOIL)

TOIL can be recorded on SAP using codes below:

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
-



Assigning a cost-centre in TMW





How to assign a different cost centre in TMW

In some instances you may need to cost hours to a different cost centre on Time Managers Workplace.

Examples:

- A nurse from ICU works Overtime in A&E and this overtime should be costed to Accident & Emergency.
- An employee on reduced hour works additional hours in a different department/ward. This should be costed to the correct area.

To assign the cost centre in TMW:

1. Enter the appropriate Time ID e.g. B001 – Overtime, B003 – Extra hours without premium, B005 - Extra hours with premium
2. Enter the Start and End Time
3. Enter the appropriate cost centre

W..	Date	ID	Subtype text	Start	End	Dai...	Num...	Deci...	P..	L..	M...	S...	Cost cen...
MO	16.03.2020										<input type="checkbox"/>		
		PWT	Roster	08:00	12:00	E118		4.00	<input type="checkbox"/>	<input type="checkbox"/>			
		B001		13:00	20:00			0.00	<input type="checkbox"/>	<input type="checkbox"/>			XXXXXXXXXX

Selected Time ID
e.g. **B001** – Overtime

Start & Finish time
e.g. 13:00 – 20:00

Assign appropriate Cost
Centre.



HRPD Setup





NiSRP HRPD Setup

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



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



Payroll Entry



Payroll Entry

If you see the following entry in TMW:

?10

This is a payroll entry and should not be deleted



Time Statement



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.

HOW TO RUN PT61

3. Hit Execute

2. Insert SAP number

1. Enter the dates for the pay period you want to view

SAMPLE OUTPUT

Time wage types	
Day	Wage type
Number	M/S/A (M=overtime)
25	0902 Night Duty Hrs
26	0902 Night Duty Hrs
27	0902 Night Duty Hrs
28	0902 Night Duty Hrs
29	0902 Night Duty Hrs
30	0901 Sun Hrs
30	0902 Night Duty Hrs
30	0905 Sat Allow
31	0900 P/Hol hrs
31	0901 Sun Hrs
31	0902 Night Duty Hrs

Absence quotas



NiSRP PT61 – Time Statement

To change the format of the time statement change the form name from TF00 to **ZF02** and choose **Format form in color**

Parameters for time statement

Form name

Date selection and navigation

- Printout of recalculation
- Include employees with errors
- Branch to time data info

Parameters for List Layout

- Collapse time wage types
- Week totals: Full weeks only
- Statistics information at end
- Format form in color

Sample Output

Time wage types											
Day	OT T ¼	OT T1¼	OT T2.0	Even / Unsoci	Night Duty	Sat. Prem.	Sun. Prem.	Public Hol.	Oncall	Sess- -ions	Sleep Over
17.01		4.00		2.00							
18.01				2.00							
19.01				2.00							



STPD Sheet





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 **e-mailed** to west.stpds@hse.ie
- The completed sheet will then be input on SAP by **Central Payroll** in Merlin Park
- A separate sheet should be used for each **Payroll Area**
- Sap is **date driven** so it is imperative that the correct dates are entered



TRO Support





For Support:

Please contact our time entry support desk @ WSR.TimeQueries@hse.ie

Email your query & one of the team will revert to you with a solution.

1. Email with your contact details & request a call-back, one of the team will phone you back and walk you through your query

Or alternatively please contact your Project Lead

Additional Support:

SAP Hub: <http://hpsa.healthirl.net/moodle/mod/book/view.php?id=1104>



Recording Planned Essential Services (PES) in TMW



Recording Planned Essential Services (PES) in TMW

Codes to use:

Enter **C021** with a start & finish time – this will generate 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
- Two 1st call outs – for Sat & Sun
- One subsequent call out for Sunday

SA	31.08.2019										<input checked="" type="checkbox"/>	
		PWT		00:00	00:00	REST		0.00	<input type="checkbox"/>	<input type="checkbox"/>		
		C021	Essential Serv - Paid	09:00	17:00			0.00	<input type="checkbox"/>	<input type="checkbox"/>		
		C022	Sub calls sat/sun				1.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		
								0.00	<input type="checkbox"/>	<input type="checkbox"/>		
SU	01.09.2019										<input checked="" type="checkbox"/>	
		PWT		00:00	00:00	REST		0.00	<input type="checkbox"/>	<input type="checkbox"/>		
		C022	Sub calls sat/sun				2.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		
								0.00	<input type="checkbox"/>	<input type="checkbox"/>		



Public Holidays





Public Holidays

The Public Holiday rules are configured in the system in line with T&Cs

5/5 EEs:

These staff are prescheduled off on a PH. This is pre populated in TMW and the EEs will be paid as normal

5/7 EEs have the liability to work on a PH therefore they are 3 scenarios here:

1. If rostered to work the TRO returns the planned roster, the EE will receive PH premium and the hours **(1/5th weekly working hours)** will accrue in the background and are available to take at a later date.
2. If the EE is not rostered to work they are returned for REST in TMW, the system will not generate PH premium but the PH hours **(1/5th weekly working hours)** will accrue in the background and are available to take at a later date
3. If the EE is scheduled to work but availing of leave the TRO returns the planned roster and enters the leave against the shift examples certified sick leave is returned using time id A003. The system will not generate PH premium but the PH hours **(1/5th weekly working hours)** will accrue in the background and are available to take at a later date

Casual (HRPD) Staff 5/7:

A positive time entry is required and if the EE is scheduled to work on the PH the system will pay the PH premium and in terms of the accrual of PH hours the system will automatically compensate the EE instead of accruing the hours provided they meets the criteria i.e. have worked 40 hours in the previous 5 weeks. Likewise if a 5/7 EE is not required to work on the PH the system will look to see if the meet the criteria to benefit from the PH and will compensate accordingly.