

Security Guidelines for Boards of Management and Staff Designated to operate the On Line Claims System in Schools:

Introduction:

The On Line Claims System was introduced in Post Primary Schools on 6th November 2006 and on a phased basis in Primary Schools from April 2007 to March 2008.

Roles:

As outlined in previous documentation issued from the Department there are four distinct roles with three User IDs assigned to personnel at school level to operate the system.

These roles are as follows:

Data Entry

The role of the Data Entry person is to input the data i.e. input the details of absences of staff members, claims for casual and non casual staff members and other details to the system.

Data Approver

The role of the Data Approver is to verify that the data input by the Data Entry person is correct and to approve the data.

Local Administrator

The role of the Local Administrator is to re-assign Data Entry roles within the school and to reset Data Entry passwords.

(This role does not require an additional User ID and the role is assigned to the Data Approver role)

Second Approver

A Second Approver role is required to approve the leave/claims in respect of the Data Approver's absences and can also approve data entered by the Data Entry person.

User ID and Passwords:

Each of the roles has a User ID. The initial User ID for the Data Entry, Data Approver/Local Administrator and Second Approver were issued by the Department. **The User ID is specific to an individual and should be retained carefully and not disclosed to anybody. You must not ask your computer to remember your security details.**

The designated Data Entry person and Data Approver of the system should be advised to keep their passwords and other information secure at all times and not to pass them to other members of staff. If the user or approver must leave the P.C. unattended s/he should logout of OLCS.

The Esinet site is a secure site and as a security measure if you have not used OLCS for more than one hour you will be automatically logged out of the system.

If you lose your login details or forget them we may ask you to authenticate the details you provided when you registered on OLCS.

General:

To ensure the integrity of the system schools should comply with the following:

Boards of Management have a responsibility to ensure that at school level the integrity of the system is maintained at all times.

Boards of Management are advised that under no circumstances should the same person in a school undertake the role of Data Entry person and Data Approver.

The Data Entry person and Data Approver should always ensure that details of the teachers and special needs assistants are input correctly to the system. In particular they should check that bank account details are input correctly.

If a staff member requires details of their absences there are facilities on the system to print various reports. The reports should be printed by personnel designated to use the OLCS within the school and given to the staff member.

As with all computerised systems an audit trail of records and the times of transactions are maintained on the system.

Schools should ensure that documentation in relation to the completion of OLCS details are retained securely i.e. medical certs., attendance at in-service/in-career, parental leave and carer's leave.

The Data Entry person and Data Approver should ensure that supporting documentation e.g. medical certs etc. have been obtained from the staff member prior to recording the details on OLCS.

The Data Entry person should not be a person employed as a Special Needs Assistant in the school.

The Board of Management should be made aware that a facility exists on OLCS to produce a report of all absences taken by teachers and SNAs in a defined period.

A copy of this document should be given to each member of the Board of Management.

Payroll Division,