

# **EA One Update**

## **Joint Union Leadership Seminar**

January 2024

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## Topic

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- Background and introduction
  - What EA One has delivered so far
  - Permanent Teachers' Payroll
  - Teachers' Self-Service
  - Next steps – Temporary Teachers' Payroll
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- EA One is the **integration project** of HR, Recruitment, Finance, Procurement and Payroll processes into a single system.
  - The implementation approach proposed a **phased delivery** and the Finance element of the system was implemented first, with the Oracle Finance and i-Procurement system going live in December 2016.
  - Following this, a new Oracle **online recruitment** system went live in January 2020.
  - EA **HR & Payroll** has been transferred to the new Oracle platform between October 2021 and March 2023
- The new integrated system has been delivered onto a **consolidated operating model** across the EA rather than into five disparate and individual structures as inherited from legacy Education and Library Boards (ELBs).
- The EA One Project is as much about **transforming the operating and delivery model** of one of the largest Public Sector organisations in NI as it is about implementing new technologies. The implementation of EA One will impact:



Approx.  
**21,000**  
**Teachers**



Over **40,000 non-teaching staff**



...across **1,100+ organisations** across the Northern Ireland (NI) **Education Sector**

- The EA One Project is **has now successfully delivered the Oracle HR and Payroll components of the solution in all EA Regions** (reducing the number of EA payrolls from 10 to 2 )and gone live with the **DE Permanent Teachers' Payroll**.<sub>3</sub>

## Already transitioned to EA One

EA Payroll Cutovers Completed:	Total Employees	Active Payees	Assignments
EA M1 (Month End Employees) M1s: All regions	>40k	5,645	6,858
EA M2 (Mid-Month Employees) M2s: All regions		35,030	57,167
DE M1 (Permanent Teachers)	>17k	~17k	~23k

### Timecard Training



**~250** Training sessions  
- **33%** in-person  
- 67% virtual



**3,500** Timecard Inputters  
trained

### Core User Training

**50** sessions  
**delivering 250 days** training  
to HR and Payroll core users

**>300** core system users  
trained

### Data Migration

**>60k** employees, and  
**~125,000** assignments

**300** core users  
**~4,500** Timekeepers

**~ 2.5m** data records migrated

### Outcome

**60k employees** being  
successfully paid from EA  
One monthly

**10** monthly EA Payrolls  
consolidated to **2** monthly  
EA Payrolls

**DE Permanent Teacher**  
payroll now live

# Permanent Teachers' Payroll Summary

## Permanent Teacher Payroll now live on EA One Oracle

- Almost **18,000 teachers** (0.75m data rows, including 25k assignments) have been successfully migrated from ResourceLink to Oracle;
- **>50 new core users** from TPPT onboarded onto EA One to process first payroll
- **>1000 schools** completing timecards to inform payroll (approx. 15% new users)
- **All teachers successfully paid from EA One Oracle on Thursday 30 November, and on Thursday 21<sup>st</sup> December.**
- Accuracy of payroll was confirmed through various measures including; sample checking throughout by Payroll SMEs, reports (filters) identified to focus on key areas, the ResourceLink to Oracle Variance Report.

## Outcome

- Typical payroll queries received
- **All permanent teachers now have access to Self Service** (online payslips, self-certification, personal and bank details, and the ability to complete mileage (teachers and principals) and expenses (teachers only))

# What does this change mean for recording time for Teaching Staff?



## Online Timecards

EA One timecards for Teachers which are accessed through Oracle, allow all processes, from time entry through to approval and submission, to be completed online.

- **You only have to record exceptions:** Staff have their standard working hours loaded onto the timecard automatically. You only need to add exceptions.
- **Automatic checks and validations:** The timecard has been built in line with DE terms and conditions, with error and warning messages automatically flagged up before submission to Teachers Pay Team.
- **Weekly submission:** Weekly submission is advised rather than monthly. If timecards can't be submitted weekly, they should be done in chronological order.
- **One process for all staff:** Both teaching and non-teaching staff are now recorded on EA One so there is only one process to follow.

## Complete HR/Payroll tasks:

- Update personal information – view / update personal details & email address
- Update bank details and view P60
- Access e-payslips – view both assignment level, and employee level e-payslips
- Submit medical self-certification for sickness absence
- Create and submit a mileage claim



ea  ne



*Temporary teachers will not receive; Annual Leave Requests, Equal Opps. Training Requests, Reasonable Adjustments, Assignment History & Details and Absence History in Self-Service.*

# Temporary Teachers' Payroll

## Pre-cutover preparations

The Temporary Teachers' Payroll will go live in February 2024

### Impact on schools

- Limited impact on schools as the Temporary Teachers' payroll is fully driven by the NISTR interface – **schools will continue to enter data onto NISTR**, and this will be processed on EA One Oracle once data migration is complete
- EA One requires essential system maintenance to be carried out from **Friday 26th January (6pm) – Wednesday 31st January (8am)** for the onboarding of the Temporary Teachers' payroll.
- Temporary Teachers' first pay date on Oracle will be **Friday 16th February**.
- Principals will be kept informed of the cutover process and what it means for their temporary teachers
- Temporary teachers will receive access to Self Service functionality (in line with permanent teachers)



## Go Live

- Self-Service will be made available to all Teachers on the M2 Payroll from **February 2024**.

## What does this mean for Temporary Teachers?

- All Self-Service functionality including updating personal information, updating bank details, accessing e-payslips and submitting medical self-certifications will be made available to Temporary Teachers.
- Temporary Teachers will receive login details to access e-payslips ahead of their first pay date in EA One Oracle (Friday 16<sup>th</sup> February 2024).

## Training and Support

- All Temporary Teachers will receive Pre Go-Live Informational comms to inform them of new functionality available to them.
- Training guides and further guidance will be made available on the EA One hub.
- Temporary Teachers will receive invitations to attend webinar style training sessions to assist them with the introduction of EA One Self-Service.