



## Financial Guideline P06 2019-2020

### The On-Line Claim System (OLCS) – Security Guidelines

#### Introduction

This guideline is being issued to remind Principals and all school personnel involved in processing the OLCS in schools that the Department of Education and Skills security guidelines should be strictly followed.

#### Roles for Personnel Involved in OLCS Claims

There are four distinct roles with three User IDs assigned to personnel at school level to operate the system:

- 1. Data Entry Person:** The person who inputs
  - The details of absences of staff members
  - Claims for casual and non-casual staff members
  - Other details to the system.
  
- 2. First Approver:** The First Approver is the school Principal. The role of the First Approver is to verify that the data input by the Data Entry person is correct and to approve the data.
  
- 3. 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)
  
- 4. 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 of Education and Skills.

**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. Where security details have been shared, new user IDs should be sought from the Department of Education and Skills. 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 a user does not use the OLCS for more than one hour, s/he will be automatically logged out of the system

If login details are lost or forgotten, The DES may require users to authenticate the details provided when first registered on the OLCS.

## General

To ensure the integrity of the system schools should strictly 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. The roles of key personnel operating the OLCS should be formally approved by the board.
- **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. These details should be printed off, signed by the individuals concerned and retained on file in the school.
- 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.
- It is recommended for the protection of all concerned that each teacher and special needs assistant be given a printed report of their absences as recorded on the OLCS at least three times a year.
- 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 e.g. medical certs., attendance at in- service/in-career, parental leave and carer's leave. All such documentation should be filed in numerical sequence in accordance with OLCS codes.
- **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.
- **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 guideline should be given to each member of the Board of Management and to each person involved in processing claims on the OLCS.**

This Guideline includes all of the security issues required by the Department of Education and Skills Payroll Division.

**If you require any further information, please email [primary@fssu.ie](mailto:primary@fssu.ie) or phone (01) 910 4020**

**Financial Support Services Unit**

November 2019

## Treoir Airgeadais P06 2019-2020

### An Córas Éileamh ar Líne (OLCS) – Treoirlínte Slándála

#### Réamhrá

Tá an treoirlíne seo á heisiúint chun cur i gcuimhne do Phríomhoidí agus do gach ball foirne a bhfuil baint aige ná aici le próiseáil OLCS i scoileanna, gur chóir go leanfaí treoirlínte slándála na Roinne Oideachais agus Scileanna go docht.

#### Ról an Phearsanra a Dhéileálann le hÉilimh OLCS

Tá ceithre ról ar leith i gceist, agus sanntar trí ID Úsáideora do phearsanra ag leibhéal na scoile chun an córas a oibriú:

- 5. Duine Iontrála Sonraí:** An té a dhéanann na sonraí a iontráil
  - Mionsonraí maidir le tréimhsí asláithreachta ball foirne
  - Éilimh a bhaineann le baill foirne ócáideacha agus neamhócáideacha
  - Sonraí eile don chóras.
- 6. An Chéad Cheadaitheoir:** Is é Príomhoide na scoile an Chéad Cheadaitheoir. An ról atá ag an gCéad Cheadaitheoir ná a dheimhniú go bhfuil na sonraí atá curtha isteach ag an Duine Iontrála Sonraí ina gceart, agus na sonraí sin a cheadú.
- 7. Riarthóir Áitiúil:** Is é ról an Riarthóra Áitiúil ná ról Iontrála Sonraí laistigh den scoil a athshannadh agus na pasfhocail Iontrála Sonraí a athshocrú (ní theastaíonn ID Úsáideora breise don ról sin, agus sanntar an ról do ról an Cheadaitheora Sonraí)
- 8. An Dara Cheadaitheoir:** Is gá go mbeadh an Dara Cheadaitheoir ann chun an tsaoire/na héilimh a cheadú i ndáil le tréimhsí asláithreachta an Cheadaitheora Sonraí, agus ina theannta sin, is féidir leis an Dara Cheadaitheoir sonraí a cheadú, arna n-iontráil ag an duine Iontrála Sonraí.

## **ID Úsáideora agus Pasfhocail**

Tá ID Úsáideora ag baint le gach ról ar leith. Ba é an Roinn Oideachais agus Scileanna a d'eisigh an chéad ID Úsáideora don Iontráil Sonraí, don Cheadaitheoir Sonraí/Riarthóir Áitiúil agus don Dara Cheadaitheoir.

**Baineann an ID Úsáideora le duine amháin ar leith agus ba chóir é a choinneáil sábháilte agus gan é a nochtadh d'aon duine. Ní ceart duit iarraidh ar do ríomhaire cuimhneamh ar do chuid sonraí slándála.**

Ba chóir go molfaí don duine Iontrála Sonraí agus do Cheadaitheoir Sonraí an Chórais a gcuid pasfhocal agus eolais eile a choinneáil slán i gcónaí agus gan iad a chur in iúl do bhaill foirne eile. I gcás go bhfuil sonraí slándála tugtha le fios do dhaoine eile, ba cheart IDanna Úsáideora nua a lorg ón Roinn Oideachais agus Scileanna. Más amhlaidh atá an t-úsáideoir nó cheadaitheoir chun a ríomhaire a fhágáil gan faire, ba cheart dó nó di logáil amach as OLCS.

Is láithreán slán é láithreán Esinet, agus mar bheart slándála, má fhágann úsáideoir an córas OLCS gan úsáid ar feadh uaire nó níos mó, déanfar é nó í a logáil amach ón gcóras go huathoibríoch

Má táthar tar éis na sonraí logála isteach a chailleadh nó dearmad a dhéanamh orthu, d'fhéadfadh go n-iarraidh an Roinn ar úsáideoirí, na sonraí a sholáthair siad nuair a chláraigh siad ar OLCS den chéad uair a fhíordheimhniú.

## **Ginearálta**

D'fhonn sláine an chórais a chinntiú, ba chóir do scoileanna cloí go docht leis an gcomhairle seo a leanas:

- Tá de dhualgas ar **Bhoird Bhainistíochta** a chinntiú go gcoimeádtar sláine an chórais ag leibhéal na scoile i gcónaí. Ba chóir go mbeadh ról an phríomhphearsanra atá freagrach as an gcóras OLCS a oibriú, ceadaithe go foirmiúil ag an mBord.
- Moltar don **Bhord Bainistíochta nach cóir, in aon chás, don duine sa scoil atá freagrach as sonraí a iontráil a bheith freagrach freisin as na sonraí sin a cheadú.**
- **Ní mór don duine Iontrála Sonraí agus don Cheadaitheoir Sonraí** a chinntiú i gcónaí go n-iontráiltear sonraí na múinteoirí agus na gcúntóirí riachtanas speisialta i gceart sa chóras. Ní foláir go háirithe aird ar leith a dhíriú ar iontráil cheart na sonraí cuntais bainc. Ba cheart na sonraí sin a phriontáil le bheith sínithe ag na daoine ábhartha, agus iad a choimeád ar taifead ansin sa scoil.
- Má theastaíonn ó bhaill foirne sonraí faoina dtréimhsí asláithreachta a fháil, tá áiseanna ar an gcóras a éascaíonn priontáil tuairiscí éagsúla. Is é an pearsanra a ainmníodh chun OLCS a úsáid sa scoil a chaithfidh na tuairiscí a phriontáil agus a thabhairt don bhall foirne.

- Chun críche chosaint na ndaoine ábhartha uile, moltar go bhfaigheadh gach múinteoir agus cúntóir riachtanas speisialta tuairisc phriontáilte dá dtréimhsí asláithreachta, de réir mar atá siad taifeadta ar OLCS, trí huaire in aghaidh na bliana ar a laghad.
- Mar is amhlaidh i gcás gach córais ríomhairithe, coinnítear rian iniúchta ar an gcóras de thaifid agus d'am na n-idirbheart uile.
- Is cóir do scoileanna a chinntiú go gcoinnítear go slán sábháilte gach cáipéis a bhaineann le comhlánú shonraí OLCS, m.sh. teastais leighis, taifead freastail ar laethanta inseirbhíse/inghairme, saoire thuismitheoireachta agus saoire cúramóirí. Ba chóir go ndéanfaí an cháipéisíocht sin uile a chomhdú in ord uimhreach de réir na gcód OLCS.
- Ba chóir don **duine Iontrála Sonraí agus don Cheadaitheoir Sonraí** a chinntiú go bhfuil an cháipéisíocht tacaíochta uile, m.sh. teastais leighis srl. faighte ón mball foirne sula dtaifeadtar na sonraí ar OLCS.
- Ní ceart go mbeadh **an duine Iontrála Sonraí** fostaithe mar Chúntóir Riachtanas Speisialta.
- Is cóir **don Bhord Bainistíochta** a bheith ar an eolas gurb ann d'áis ar OLCS lenar féidir tuairisc a chur i dtoll a chéile maidir le gach asláithreacht múinteoirí agus cúntóirí riachtanas speisialta le linn tréimhse shonraithe.

**Ba cheart cóip den treoirlíne sin a thabhairt do gach duine ar an mBord Bainistíochta agus do gach duine a bhfuil baint aige ná aici le héilimh a phróiseáil ar OLCS.**

Áirítear sa treoirlíne sin na cúrsaí slándála uile a éilíonn Rannóg Párolla na Roinne Oideachais agus Scileanna.

**Má bhíonn aon fhaisnéis bhreise uait, ná bíodh drogall ort ríomhphost a chur chuig [primary@fssu.ie](mailto:primary@fssu.ie) nó glao a chur ar (01) 910 4020**

**An tAonad um Sheirbhísí Tacaíochta Airgeadais**

Samhain 2019