

Reminders when using the On-line Claims system (OLCS)

Introduction

The Department of Education & Skills' OLCS is used to enable schools to

- a) Record all absences for school staff. The absence may or may not be pay affecting for the staff member. The absence will be categorised as either a substitutable or non-substitutable absence by the OLCS.
- b) Input claim for the substitute employed.
- c) Input claims for part-time hours for post-primary schools.

An OLCS quick reference manual is available on the OLCS Landing Page under the "Help" option.

Timeline for processing of absences and substitution claims

Each payroll issue runs on a fortnightly schedule in arrears. All absences and substitution claims should be entered and approved by **5.30pm each Friday** to ensure payment on the next pay issue. Arrangements around Christmas may differ slightly but these will be displayed under Payroll Information on the Landing Page of OLCS.

Absences and Claims not input in a timely manner may affect payment as follows

- a) For the absent staff member:
 - There may be implications for payments made directly to the school staff member by the Dept. of Employment Affairs and Social Protection such as for Illness Benefit and Maternity Leave absences.
 - Delays can result in overpayments if the absence is pay affecting.
 - Correct taxation may not be applied to the payment
- b) For the Substitute:
 - The claim for substitution cannot be input without the absence for the staff members being recorded
 - Delays in payment to the substitute until the claim is input **and** approved.

OLCS User Roles

Each school should have adequate personnel with OLCS access to record and approve leave and claims. There are a number of different user roles within the OLCS. Schools may have more than one Data Entry and Data Approver personnel.

Data Entry	To input the data i.e. input the details of absences of staff members and input claims for substitution and other details to the system.
Data Approver	To verify that the data input by the Data Entry person is correct and to approve as necessary. Requests for Data Approver set ups should be forwarded to the OLCS Section, Dept. of Education & Skills, Cornamaddy, Athlone, Co. Westmeath. The Approver Change Request form is available on OLCS Landing Page under "Download" documents.
Local Administrator	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). It is essential that the OLCS Section of the Department is notified in writing immediately if any OLCS user leaves/retires from your school or no longer requires access to OLCS so that their account may be de-activated.
Second Approver	To approve the claims in respect of the Data Approver's absences and can also approve data entered by the Data Entry person.

Security

Each OLCS user will be assigned a specific User ID which should be retained carefully and not disclosed to anyone. You should not ask your computer to retain your password/security details. The Data Entry person and Data Approver should be advised to keep their passwords and other information secure at all times and not to disclose them to other members of staff.

Reports

The OLCS has the facility to generate a number of reports which are useful to both the OLCS User and the school staff member. Further info on these reports can be obtained from the OCLS Reference Manual on page 21 and 22.

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