



## Arrangements for the payment of salary/pension to staff paid by the Dept. of Education & Skills

### Government Decision re school closure due to Covid-19

The Dept. of Education & Skills will continue to pay salaries and pension to school staff as normal.

It is **important** that schools key all absences (with the exclusion of the government directed school closure) and input claims for substitutes on the **On-Line Claims System (OLCS)** as normal. The OLCS can be accessed on [www.esinet.ie](http://www.esinet.ie). Please ensure that you retain your login details and password.

### General info re the recording of leave/substitute claims on OLCS

#### 1) Scheduled leave absences already recorded on the OLCS

Scheduled leave absences which have already been recorded on the OLCS cannot be deleted/amended as a result of the government direction to close schools. Where a substitute was scheduled to work in the period of the school closure, then the school should continue to record that claim. The substitute will be paid for that scheduled absence.

#### 2) Future scheduled leave absences not recorded on the On-Line Claims System OLCS

Scheduled leave absences which have not yet been recorded on the OLCS and which have been sanctioned by the Board of Management should continue to be recorded on the OLCS for e.g. a staff member due to go on maternity leave.

#### 3) Sick Leave

It is important that schools continue to keep the OLCS records updated for members of staff who are on sick leave as some of these employees are due to go onto Half Rate of Pay, Temporary Rehabilitation Remuneration Pay (TRR) or no pay. This is to avoid an incorrect payment of salary.

#### 4) Keying of future substitute claims

Substitute claims cannot be entered in advance on the OLCS.

#### 5) School Closures

There is **no** requirement for the school to record a school closure on the OLCS due to this government decision.

## 6) Urgent Queries

If you have an urgent payroll or OLCS query please email it to one of the following areas as appropriate:

### **Payroll:**

Primary Payroll  
Post Primary Payroll  
Non-Teaching Staff Payroll  
Retired Payroll  
OLCS

### **Email addresses:**

Prim\_tch@education.gov.ie  
PPpayroll@education.gov.ie  
NTSpayroll@education.gov.ie  
RTPS@education.gov.ie  
[OLCSBusinessUnit@education.gov.ie](mailto:OLCSBusinessUnit@education.gov.ie)

## **Contingency Arrangements in the event of a Dept. of Education & Skills building closure**

In the event of a Dept. of Education & Skills building closure, contingency arrangements are in place to ensure that salary and pension payments will be processed as normal per the usual fortnight payroll schedule.

In the event that the payrolls have to be operated remotely a limited direct customer service facility will be available. Schools and staff are advised to contact Payroll Division via its email customer service facility **ONLY**. A customer service representative will call you back if required.

In the above scenario, regular updates will be posted on the Department's website at [www.education.ie](http://www.education.ie)