2009/2010 Financial Guideline 04

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

Introduction

The On Line Claims System (OLCS) was introduced in all Post Primary Schools on 6th November 2006.

In 2008 the Department of Education and Science issued security guidelines to all schools for the attention of Boards of Management and staff designated to operate the OLCS in schools. **Unfortunately, there has been a small number of serious breaches of the system resulting in cases of fraud with consequent serious implications for the individuals involved.** 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 Science 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. **Data Approver:** The Data Approver is the school Principal. 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.

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. The second Approver is normally the Deputy Principal.

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 Science.

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 Science. 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.

➢ 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 preferably be the school secretary. It should not be a teacher or a person employed as a Special Needs Assistant or Supervisor 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 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 Science Payroll Division.

Fergus Dunne, Director,
JMB Financial Support Services Unit.
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