

Financial Guideline 2019/2020 - 38

Community & Comprehensive Schools

Supporting Remote Working

1. Introduction

Due to the current COVID-19 (Coronavirus) situation and the mandatory closure of all schools in the State, school management may decide to support administration and accounts personnel to work from home in order to ensure that essential tasks are completed. These tasks include payroll, returns to Revenue and ongoing maintenance of the Surf package. The FSSU recognises the challenges associated with working from home and are available to provide remote access, telephone and email support.

2. Setting up remote working

- School management may provide a laptop and where necessary a phone to employees who can work from home to enable them to carry out duties. It is important that only the schools' IT support person/supplier sets up the remote working access in order to ensure that security and GDPR regulations are adhered to.
- The IT support person/supplier may enable access to the employees' school PC via a system such as "Teamviewer" or "Logmein". This will allow the employee to remotely log on to their school PC and work as if they were looking at the screen in the school.
- The following options are available to facilitate online meetings;
<https://zoom.us/> or <https://www.skype.com/en/features/group-video-chat/>

3. Completing essential tasks

3.1 Payroll and Revenue Returns

In order for the following Revenue related tasks to be completed it is essential that the ROS digital certificate is saved to the remote working laptop. See Revenue instructions <https://www.revenue.ie/en/online-services/support/ros-help/something-is-not-working/issues-logging-into-ros/using-a-new-computer-to-login.aspx> for how to transfer the digital certificate to another computer.

Payroll – It is essential that payroll continues to be processed. In order to do this remotely full access to the payroll system and any other files or data needed to complete the payroll at home is necessary.

VAT Returns – In order for VAT returns to be completed remotely, access to Surf is needed to retrieve the VAT details.

RCT Notifications and Returns – In the event that the school is making payments to sub-contractors, Revenue need to be notified as normal.

3.2 Maintaining Surf Accounts

- 1) Keep up to date with bank reconciliations
- 2) Prepare month-end reports for all completed months
- 3) Post invoices / credit notes
- 4) The accounts person and the Principal may finalise the 2020/2021 budget and prepare the Surf template to be imported after the year end.
- 5) The Principal and accounts personnel may hold online meetings to discuss any finance related topics

Should you require further assistance, please contact the FSSU.

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