

## Financial Guideline P14 - 2019-2020

### 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 accounting system. 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/roshelp/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 your accounting system 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.

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

**Financial Support Services Unit**

March 2020

## Treoirlíne Airgeadais P14 - 2019-2020

### Ag Tacú le Cianoibriú

#### 1. Réamhrá

Mar gheall ar an staid reatha i dtaca le COVID-19 (Coróinvíreas) agus dúnadh éigeantach gach scoile sa Stát, d'fhéadfadh go ndéanadh bainistíocht na scoile an cinneadh, tacú le pearsanra riaracháin agus cuntas obair ón mbaile lena chinntiú go dtugtar tascanna riachtanacha chun críche. Áirítear leis na tascanna sin párolla, tuairisceáin chuig na Coimisinéirí Ioncaim agus cothabháil leanúnach an phacáiste Surf etc. Is maith a aithníonn an FSSU na dúshláin a bhaineann le hobair ón mbaile, agus tá siad ar fáil chun tacaíocht maidir le cianrochtain, guthán agus ríomhphost a sholáthar.

#### 2. An chianobair a chur ar bun

- D'fhéadfadh go gcuirfeadh bainistíocht na scoile ríomhaire glúine, agus guthán áit ar gá, ar fáil d'fhostaithe ar féidir leo obair ón mbaile, ionas go mbeidh siad in ann a ndualgais a +chomhlíonadh. D'fhonn a chinntiú go gcloítear le slándáil agus leis na rialacháin RGCS, is tábhachtach nach ndéanadh aon duine an rochtain cianoibre a chur ar bun ach amháin an té atá i gceannas ar thacaíocht TF sa scoil nó soláthróir TF na scoile.
- Is féidir le ceachtar den dá pháirtí sin rochtain a éascú ar ríomhaire pearsanta scoile an fhostaí ach leas a bhaint as córas amhail "Teamviewer" nó "Logmein". Cuirfidh sin ar chumas an fhostaí logáil isteach ina ríomhaire pearsanta scoile ó chian, amhail is dá mbeidís ag breathnú ar an scáileán sa scoil féin.
- Is ann do na roghanna seo a leanas chun cruinnithe ar líne a éascú: <https://zoom.us/> nó <https://www.skype.com/en/features/group-video-chat/>

#### 3. Tascanna bunriachtanacha a chur i gcrích

##### 3.1 An Párolla agus Tuairisceáin chuig na Coimisinéirí Ioncaim

Ionas gur féidir déileáil leis na tascanna seo a leanas, a bhfuil baint acu uile leis na Coimisinéirí Ioncaim, ní foláir an deimhniú digiteach ROS a shábháil ar an ríomhaire glúine cianoibre. Féach ar na treoracha seo ó na Coimisinéirí Ioncaim <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 chun a fháil amach conas an deimhniú digiteach a aistriú chuig ríomhaire eile.

**Párolla** – tá sé bunriachtanach go leanfaí de phróiseáil an párolla. Chun amhlaidh a dhéanamh ó chian, is gá rochtain iomlán a bheith ann ar an gcóras párolla agus ar aon chomhaid ná sonraí eile a theastaíonn chun an párolla a dhéanamh ina iomláine sa bhaile.

**Tuairisceáin CBL** – Chun gur féidir tuairisceáin CBL a dhéanamh ó chian, tá rochtain ar Surf etc. ag teastáil chun na sonraí CBL a fháil.

**Fógraí agus Tuairisceáin i dtaca le Cáin Conarthaí Iomchuí (RCT)** – Más amhlaidh atá an scoil ag déanamh fócaíochtaí le fochoinraitheoirí, is gá an méid sin a thabhairt le fios do na Coimisinéirí Ioncaim mar is gnáth.

**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**

Márta 2020