

# Timecard Inputter and Submitter launch day guide

Here is your guide to day one activities on EA One:



## 1. Access the link to Oracle

You will find the link to Oracle [here](#), or on the EA Intranet Homepage. This is also the same link you use for Finance and Procurement today if you are a current user.



## 2. Log in

If you are a new Oracle user, your username will be your current employee number plus a one digit prefix for your region (1 for Belfast, 2 for Omagh, 3 for Ballymena, 4 for Dundonald, 5 for Armagh, or 6 for teaching staff). Your password will be your NI number (in capitals) but with last letter removed, followed by an # symbol and then followed by first letter of your surname in lower case. Also, if you have repeating characters/digits in your NI number please insert a # symbol between each\*. You will be asked to change this after your first log in. If you are a current Oracle user, your username and password will remain the same.



## 3. Review your Timecard information

Once you've accessed your timecards through the relevant "Inputter" or "Submitter" responsibility in the Navigator, please check that you have all available timecards you expect. Then check you can see all of the staff you expect. Please note, only Belfast and Omagh month-end paid staff will be live at this point, your mid-month paid staff will remain on ResourceLink. If you notice any issues or missing information, please call the EA One Helpdesk.



## 4. Record September's time

Now record all of September's time. Please refer to the [EA One Timecard Handbook](#) for a step-by-step guide. We would recommend you complete all four weeks up to and including the point of a successful "Check", and stopping before you "Validate". This is because the previous week's time will need to have been approved before you can successfully Validate. We would also recommend recording the first two weeks of October at this point too.



## 5. Work with your Submitter to send to Payroll

Once you have successfully recorded and checked all the September time, we would recommend scheduling time with your relevant Submitter to Validate (as Inputter) and Approve (as Submitter) each week in order. Once all of your staff have "Approved lines" in the status column for each week, you have successfully completed your timecards.



## 6. Move to weekly submission

You should now move to weekly submission of timecards.

## Where to find support

More information, including training material, is available on the EA One Hub, or you can contact us below.



[EA Staff Hub – EA One](#)



[EAOneHelpdesk@eani.org.uk](mailto:EAOneHelpdesk@eani.org.uk)



EA One Helpdesk  
02890 418 060

*Operational from launch day*

*\*e.g. if your NI number is NA123456D and your name is John Smith your password will be NA123456#s  
Your NI number is NA123455D and your name is John Smith your password will be NA12345#5#s*