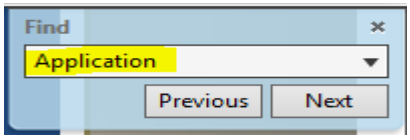
Welfare **Partners Tip Sheet**

1. **ROS certs.** If you are having any difficulties with your ROS certs please be advised that Revenue provide a helpdesk phone number 1890 201106 and a helpdesk e-mail roshelp@revenue.ie. The helpdesk provided by DEASP is cebomi@welfare.ie.

2. **Welfare Partners Manual.** To make the WP manual easier to use save a copy to your desktop and then use the 'Ctrl' and 'F' buttons to do a search. Pressing Ctrl and F together will bring up a navigation bar and then you can type the word for what you are looking for:



This will then bring you directly to the page in the manual that covers the topic you have chosen. If the word you have chosen appears on several pages of the manual you can use the 'Next' button to move through each of the relevant pages.

3. **Submission Access - Submit button.** Users in Welfare Partners have different options.

   - Supervisors do not have access to the SUBMIT button.
   - Sponsors have access to the SUBMIT button and can submit the AWS/Materials/Training funding requests to the Department.
   - Only the Chairperson of the Scheme has the option to SUBMIT an Application/Renewal.

4. **AWS.** All Welfare Partners users can generate the AWS. You can generate the next AWS for your Scheme by clicking on the 'Generate AWS' button:

You can do so from the Friday of week 1 in the Cycle. You do not need to wait for the system to generate it for you. The Sponsor can submit the AWS from Wednesday of week 4 in the Cycle.

An AWS can have different statuses depending on what stage is it at:

FUNDING REQUEST WAGES	START DATE - END DATE	TOTAL	STATUS
Cycle 5	23/7/18 - 17/8/18	€3,425.28	In Progress
Cycle 4	25/6/18 - 20/7/18	€3,425.28	Submitted
Cycle 3	28/5/18 - 22/6/18	€3,425.28	Incomplete
Cycle 2	30/4/18 - 25/5/18	€3,425.28	Approved

'In Progress' – AWS has been generated but has not been finalised.

'Submitted' – AWS has been updated and submitted to your DEASP Officer.

'Incomplete' - AWS has been sent back to you by your DEASP Officer for further updates.

'Approved' – AWS has received it approval from your DEASP Officer and payment will issue.

5. Adding a Training Outcome.

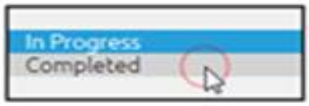
All training, once commenced should be 'In Progress'.

To add an Outcome, select 'Add Outcome'.

Update the details in relation to the dates and cost and outcome and 'Save' .

Select 'Edit' at the bottom of the page.

Go up to the top left of the page and click on the drop down option,

Select 'Completed' 

and

Press F5 or click on the Welfare Partners logo to refresh the screen. The training will change from 'In Progress' to 'Completed'.

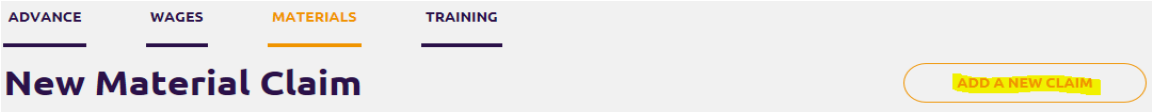
<u>Note:</u> If you wish to cancel an ILP activity after it has received DEASP approval then you need to contact your DEASP Officer to do so for you. There is no option to cancel within Welfare Partners once the activity has been approved.

6. **<u>Materials & Training budgets.</u>** There is a dashboard showing the current information on your Materials & Taining budgets within the Claim:

Please note the amounts available and the annual budget of both, before submitting a funding request to the Department so as to ensure you remain within your annual budget.

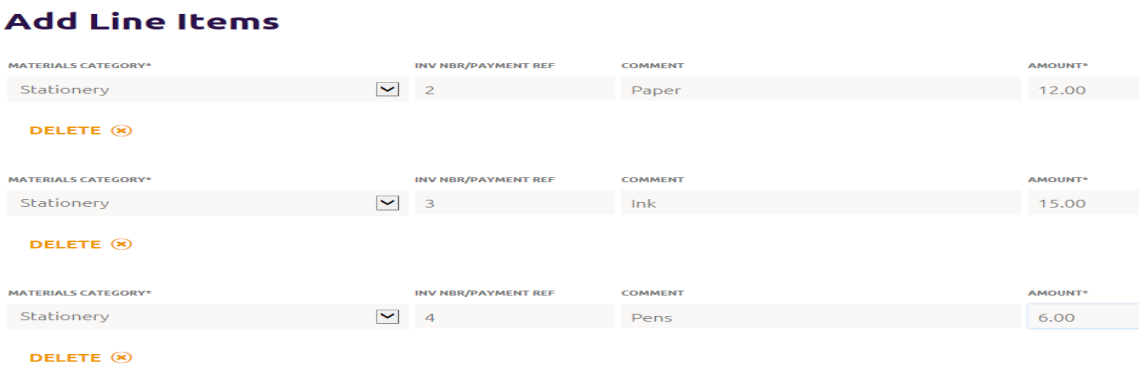
It is recommended that where you are claiming for multiple items together that you claim these on one funding request using the 'add line item' funtionality.

You can add several line items within a Materials/Training funding request. You do not need to create a new request each time. If you have several small amounts to be added you can create the funding request as normal:

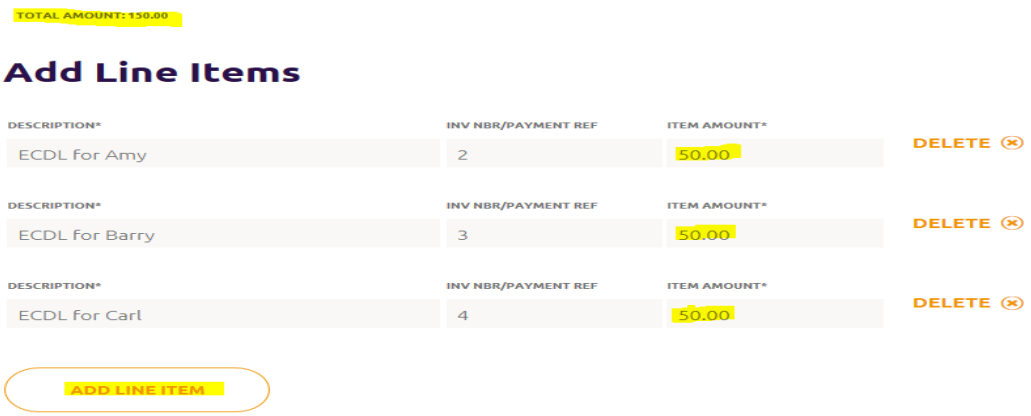


And then use the 'Add line item' button to give you several line items:

Your funding requst can then contain several small items:



The process is the same for Training requests. You can add several line items to one funding request if the amounts are small:

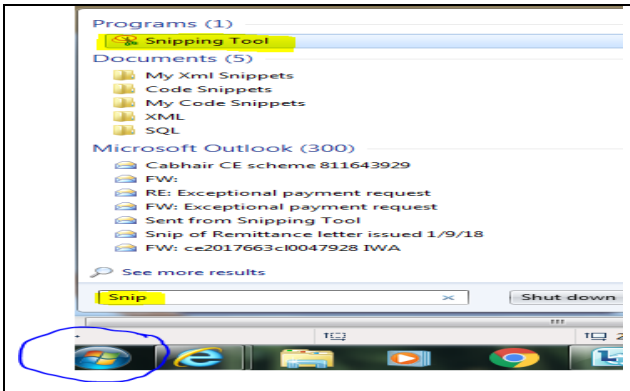


****For QQI awards please ensure the award level and course code are completed within the ILP activity****

7. **<u>Refresh to view changes.</u>** It may take several minutes for some updates/edits that you have entered to be visible in Welfare Partners. Refreshing the system may help with this. To refresh the information you can click on the Welfare Partners logo:

Or click on the 'Services' tab and then choose 'Community Employment':

8. **Screenshots.** If you are contacting the helpdesk cebomi@welfare.ie it can speed up our response to you if you have included screenshots of what you can see on your screen. To do so, you can hold the 'Ctrl' button and the 'Print Screen' button (top right of the keyboard) at the same time. Alternatively, you can take a snip of your screen by clicking on the start button (4 coloured squares) and then type 'snip' in the searchbar. The snipping tool (scissors symbol) will then appear.



****Please also include your Claim number and state whether you are the Supervisor/Sponsor in any e-mails to the helpdesk****

9. **<u>3 Year Applications & Renewals.</u>** The option to begin a renewal (rollover) or 3 year Application will appear in WP for you automatically. They look like this:

'New Application' will begin a 3 year Application which will go forward to the Monitoring Committee. This card should appear when you are in a Claim year 3.

'Renew Application' will begin a rollover to the next Claim year. This card should appear at Cycle 9 of your current Claim. If you feel either of these cards have appeared at the wrong time then please contact your DEASP Officer.

10. **<u>Christmas Bonus.</u>** The Christmas Bonus will now be treated as a 'Bonus' payment and will not appear with the other AWS in Welfare Partners. You will receive a paper version of the Christmas Bonus which can be filled in manually and returned to your DEASP Officer. The payment will be paid into your bank account and you will receive a remittance for the payment <u>but the payment itself will not be viewable in WP.</u> Your DEASP Officer will be able to view it on the Departments system. **Further details on the Christmas Bonus will issue closer to the time.**