National integrated Staff Records and Pay Programme

Glossary of Terms

Last updated: 27/02/2023

A

Advance/Emergency Payments (off cycle payment)	These occur when an employee did not receive their correct pay due to an error. They have requested an Advance/Emergency payment. This will then be deducted from their next payment. These payments cannot be issued to a leaver.
ART 109	Article 109 - Injury Grant scheme allowance not exceeding 5/6th of remuneration inclusive of emoluments.
ASC	Additional Superannuation Contribution previously known as Pension Related Deduction (PRD).

B

Building Momentum	Building Momentum – Public Sector Agreement 2021-22

C

Certifying Officer	The person who signs off that the Time Returns as per the Time Entered Report are accurate. In many locations this is the Line Manager.
CIP	Critical Illness Protocol - HSE Enhanced Sick Leave Scheme allowing for extended payment of sick leave. There are certain criteria which much be met in order to access the scheme.
CL	Carer's Leave

D

DB	Disability Benefit
DME	Data Medium Exchange file
DWS	Daily Work Schedule – the daily shift pattern of an employee which includes start, end and break times.

E

EE	Employee
EFT	Electronic Fund Transfer
Error Report	Report run by the TRO on SAP following overnight time evaluation for the purpose of identifying errors which may

	impact employee pay and entitlements.
ESID	Employee Selection Identification
ESS	Employee Self Service

F

Fixed Roster	A set roster that remains the same every week.
Free Roster	A roster that is not fixed and each week is different.

G

G2N	Gross to Net
GDPR	General Data Protection Regulations

H

HRA	Haddington Road Agreement – The Public Service Stability Agreement – 2013-2016
HRPD	Hourly Paid
HR & Payroll Self Service	An online tool for employees and managers where they can view their payslips, update personal details, apply for leave and travel/expenses and run reports.

I

IG	Injury Grant Scheme – an allowance not exceeding 5/6th of remuneration (inclusive of emoluments) paid to employees injured in the discharge of their duties. There are certain criteria which must be met in order to access the scheme.
IFMS	Integrated Financial Management System
Infotype	These appear as data entry screens. They represent a group of related data fields and provides information structure. Infotypes contain a whole series of information e.g. infotype 0002 (Personal data) contains information such as last name, first name, date of birth etc. that you enter in data fields. A list and description of Infotypes is included with this document.

L

Line Manager	This is the relevant manager who manages or supervises staff under their remit.

M

MSS	Manager Self Service

N

ND	Night Duty
NiSRP	National integrated Staff Records & Pay Programme
NPA	National Personnel Administration

O

OAT	Operational Acceptance Testing
O/C	On Call
O/T	Overtime
OM	Organisation Management
OM Administrator	Creates/maintains positions, Org Units and relationships on the SAP OM structure.
Org Key	The employee's organisational assignment record holds their Org Key. The first character of the Org Key represents their discipline. The 3rd – 6th digit is their grade code e.g. a nurse's Org Key would be 2-2135.
Org Unit	A SAP OM object that represents a Unit or grouping that performs a function within the organisation. The Organizational Unit represents a functional unit in the business, such as a ward in a hospital, a HR Department, Finance Department etc. Org Units are integral to the SAP OM structure and play an important role in the Time Management process. Time Returning Officers are assigned to a profile that includes Org Units that contain position numbers that are assigned to employees under their remit for time entry purposes.
Organisation Management	This is the module of SAP which depicts the hierarchy or "family tree" of an organisational structure within the HSE. This involves creating and maintaining organisational units and the relationships between them. It depicts the assignment of positions to organisational units and relationships between positions and holders. It depicts the reporting relationships between positions, eg who reports to whom. The collection of this information is vital for the set up of HR & Payroll Self Service, eg to ensure that when an employee applies for leave that it is linked to the correct approver.

P

Parallel Testing	This is when data is entered into the test SAP HR/Payroll system for a defined payperiod and the results are compared against the data entered into the legacy system for the same period.
Payroll Schedule	Schedule of payperiods and paydates and the deadlines for input/submission of pay-related data.
PES	Planned Essential Services – an allowance paid to Public Health Nurses for being on call over the weekend.
PH	Public Holiday
PMOD	PAYE Modernisation - the process for updating tax & USC details.
Position No.	Positions are an object representing each employee's individual assignment on SAP HR. Positions are assigned to jobs and represent their characteristics such as Grade Code, Work Schedule Rule, Cost Centre. A position may be occupied or unoccupied; unoccupied means that it is not currently assigned to an employee. A position number is defined by an individual 8 digit code and exists within a SAP Org Unit.
PRI	Pregnancy Related Illness – HSE Circular 019/2015 refers
PRSI	Pay related Social Insurance
PT61	PT61 is the transaction code used to run a Time Statement on SAP. The Time Statement is a statement of attendances and absences that have pulled across from TMW for an employee.
PTMW	Planned Time Managers Workplace – SAP module for entering employees' attendances and absences.
PY	Payroll

R

Retro Calculations	If corrections are made to a prior payroll period the system will apply the corresponding reduction or addition to the current payroll period.
ROS	Revenue Online Service
Rotational Roster	Rosters that are fixed for a cycle of time and then return to the start of the cycle e.g. a four week rotational roster.
RPN No.	Revenue Payroll Notification Number

S

SAP	Systems Applications and Products in Data Processing. SAP is one of the world's leading producers of software for the management of business processes. SAP HR/Payroll is the software package being rolled out nationally across the HSE.
SAP CoE	SAP Centre of Excellence
SAP Moodle	Modular Object-Oriented Dynamic Learning Environment. An online educational platform that provides custom learning

	environments. Link: http://hpsa.healthirl.net/moodle
SAP Organisational Management Org Structure	The SAP OM Organisation Structure is a module within an Employee Resource Planning (ERP) system operational in the HSE and reflects the way in which an entity is managed and controlled at HR, Finance or Business function levels. In addition to providing the foundations to how functions in a business are managed from a systems perspective, the SAP OM Organisation Structure is a key enabler of controlling and reporting on data held within these systems. The Organisation Management module holds data in various object types (Org Unit, Job, Position, Cost Centre, Person). These object types are connected via relationships and they exist in reference to a particular period in time, or validity date.
SIT	System Integration Testing
SL	Sick Leave
SPAS	Serious Physical Assault Scheme – this scheme allows for payment to employees who are absent from work as a result of a serious physical assault by a patient/client incurred in the course of their duties. There are certain criteria which must be met to access this scheme.
SRCOP	Standard rate cut off point
STPD	Short Term Payment and Deduction
STPD Sheet	This sheet is used for short-term or once-off payments and deductions that cannot be set up on the SAP HR/Payroll system.
SWYS	Shorter Working Year Scheme – HSE Circular 023/2015 refers

T

T&A	Time and Attendance
T&C	Terms and Conditions
T&S	Travel and Subsistence
Technical Adjustment	The technical adjustment was a bridging loan given to employees moving from paid to current date to paid in arrears.
Temporary Offset	This refers to putting up a loan against an overpayment so that the employees pay is unaffected in the current run.
Time ID	Codes used in TMW to capture absences and attendances.
Time Entered Report	The Time Entered Report is a weekly report run on SAP to validate time entered in TMW. This report must be signed and filed for audit purposes.
Time Evaluation	A report run overnight by SAP CoE to update employee records on the SAP system.
Time Statement	Statement of attendances and absences that have pulled across from TMW for an employee.
TMW	Time Managers Workplace – used to record employees'

	attendance and absences in the SAP Time Management module.
TOIL	Time off in Lieu
TRO	Time Returning Officer
TRR	Temporary Rehabilitation Remuneration - HSE Enhanced Sick Leave Schemes and refers to the rate of pay an individual may be awarded if he/she has exhausted benefits from all other paid sick leave. There are certain criteria which must be met to access the scheme.

U

UAT	User Acceptance Testing
Unipay	This is a payroll system that is currently being used in some areas of the HSE. It is reaching end of life and will be replaced with the SAP HR/Payroll system.
USC	Universal Social Charge

W

Wage Type	A coding system used to define a type of payment or deduction.
WSR	Work Schedule Rule – this is the contracted hours and weekly shift patterns with start and end times assigned to an employee.
WTE	Whole Time Equivalent

5/5	A roster that is worked Monday to Friday and excluding public holidays.
5/7	A roster that is worked over the duration of the week Monday – Sunday and including public holidays.