HR & Payroll Self Service

goes live in HSE South

HR & Payroll Self Service (formerly called My HSE Self Service) is an online facility, using SAP software, which allows employees to view or change a range of personal information, request leave and submit travel/expenses claims. Managers use the tool to review applications for leave and travel.

It gives you easier access and more control over your own information, is available 24/7 online and reduces paperwork and streamlines tasks, saving time for both employees and managers.

The HSE South implementation continues, with a 'go live' date of March 2023. In the past few months, there have been a series of live webinars providing general awareness of HR & Payroll Self Service for employees and managers.

If you work in HSE South and wish to hear more about HR & Payroll Self Service, please speak to your line manager. NiSRP have sent information packs to managers for distribution to all employees. There are live webinars specific to HR & Payroll Self Service being held each week and you will see information stands on site starting in early February.

This will be a great opportunity to view the online tool and chat about the benefits of HR & Payroll Self Service. We would encourage you to come along and meet the NiSRP team to avail of more information.

How do I get support?

The NiSRP Support Site www.hse.ie/nisrpselfservice contains video tutorials, step-by-step guides and FAQs. There are also three eLearning certified modules available on HSeLanD and each module takes approximately 15 minutes to complete. Search for NiSRP at www.hseland.ie to find the course.

> **If you need further support you can log your query with the NiSRP Helpdesk via the new Health Shared Services Self-Service Portal https://hse.microsoftcrmportals.com/**
> **Email the NiSRP Helpdesk at support.nisrp@hse.ie or call 0818 300 296.**