

Employee self service

CHANGING THE WAY WE RECORD EMPLOYEE INFORMATION

NATIONAL Integrated Staff Records and Pay Programme (NiSRP) will introduce an Employee Self Service app which will allow staff apply for leave, file claims for travel and subsistence, view payslips and change personal information. This will first be implemented in the East.

Employee Self Service will be available on any smartphone, PC or internet-enabled device. Employees will be able to download a free app to their phone or log on through the HSE website and apply for leave or update their personal details. Kiosks will be installed in a number of areas where staff who don't have a smart phone or access to a PC can log on to the app.

Speaking about the app, Jane Carolan, National Director, Health Business Services, said, "We cannot continue to record vital HR information and duplicate this information again and again. The implementation of Employee Self Service is an important opportunity to deliver world-class business services across our health system and to give control of the information to the employee and manager."

WHAT EXACTLY IS CHANGING? EMPLOYEE SELF SERVICE - TRAVEL AND SUBSISTENCE

THE current process for applying for travel and subsistence is very time-consuming. The person traveling must keep a note of the travel and also keep a hard copy of the receipts for the journey.

By using the app a HSE employee can submit travel information on the day of travel. The mileage will be calculated automatically and a picture can be taken of travel receipts and uploaded as an attachment.

EMPLOYEE SELF SERVICE - ANNUAL LEAVE

AT the moment, staff across the HSE complete applications for leave in paper format.

By using the app a HSE employee can apply online for annual leave and various leave schemes. The system will automatically calculate and display the leave balance. The manager will also have access to a team calendar which will help them make more informed decisions.



EMPLOYEE SELF SERVICE - PAYSリップ

THE majority of staff in the East already have access to their payslip online.

By using the app, a HSE employee can access an improved version of this. There will be an 'Explain Payslip/ Paycode' feature which will help you to understand the various elements of your payslip.

There are other features on Employee Self Service such as the ability to update a change of address, bank details and next of kin.

A representative from the Employee Self Service Team said, "We are really excited to be leading out on Employee Self Service, the substantial benefits this service will provide to all employees and managers in the HSE is a significant modern advancement in the way we currently manage our HR records. An important feature of the app is that employees will be



supported to use the new system and there will be 'how to' videos for each element of the app."

There is a short video available on the HSE YouTube which gives a quick overview of Employee Self Service.

Further NiSRP information is available on the HBS Intranet via this link:

www.ihbs.healthirl.net/National-Integrated-Staff-Records-and-Pay-Programme/

There will be regular updates on Twitter so please follow us @HBS_NiSRP.

For any general questions or feedback please email hbs.nisrp@hse.ie

