

# My HSE Self Service

## Integrated staff records and payroll for a modern health system

The National Integrated Staff Records and Pay Programme (NiSRP) will implement national staff records and payroll systems across the HSE and will support the needs of a modern health system employer, enhancing available workforce information for managers. The programme will modernise the way the HSE connects with staff, improving access for them to their staff record and pay details via online employee and manager self-service.

NiSRP is now available in HSE East, South East, Mid West, North West and Midlands. We asked some My HSE Self Service users about their experience of using the system.

**Maria Whelan,  
Paediatric  
Occupational  
Therapist working  
with the Primary  
Care Team in  
Mullingar**



***'It's just so easy'***

"It is user friendly. There are nice 'How to Use' My HSE Self Service tools available that my manager gave me but actually if you just log on it's not complicated. It's not convoluted, it's just straightforward, all the headings and boxes are so clear. It's just so easy."

***'It's flexible'***

"I have used it on occasions when I have been out with HSE friends and they are not working in areas with My HSE Self Service. They are envious as I can book my annual leave at any time from my phone. I was away on holidays recently and I was able to book some annual leave days from abroad on my phone. You're not chasing your manager with your paper leave card for approval of annual leave, you just log on to My HSE Self Service, submit your leave request and it's gone to your manager."

***'It's a time-saver'***

"You know how much annual leave you have remaining, and you're not again chasing your manager to find out how many hours/days you have left. It is all just really clear, you can see your calendar, you can see what has been submitted and what has been approved."

***'It is so easy to get set up for expenses and also for submitting expenses'***

"My HSE Self Service is so easy to get set up for and to submit expenses. You can see what you have submitted,

you're not relying on 'did I send that email,' 'has this person gotten back to me,' 'I have to send this form to person A, this form to Person B'. It is really easy to track everything. My overall comment is that it is just easy to use and a huge timesaver. There is no risk of losing papers or annual leave cards. I would never go back to the paper way again."

**Donal O'Donnell, Staff Officer in University  
Hospital Limerick**

***'No more Leave Cards'***

"The first major benefit is it has gotten rid of annual leave cards. Staff can log on themselves to the system and take control of their own annual leave, it takes it out of the manager's hands completely and I find it really helpful in that regard.

Before, you would have to dig out the annual leave card, get an email from the staff member, they would have to meet you to sign

the annual leave card as some of them are on shift work, the manager would then have to manually deduct the correct amount of leave, that has now all been taken away because of My HSE Self Service."

***The benefits of the Leave Calendar***

"Once I got all of my staff signed up on to My HSE Self Service they were all up on the leave calendar. I can get an overview of the entire month, I can see who is on annual leave, who is due to take annual leave, who is on sick leave, maternity leave, and everything is there on the calendar as soon as I log in."

***Emergency Leave Requests - A Substitute***

"I also have a substitute set up for when I am off and it works very smoothly. If a staff member needs leave when I am off my colleague is set up to approve and it works absolutely fine."

Speaking about the NiSRP implementation, the Programme Director said, "To date the NiSRP Programme has delivered for over 62,000 staff members across the East, South-East, Mid-West, North-West and Midlands. This number will grow to more than 80,000 when extended to staff in the South in just over 19 weeks' time."

**To get further support in using My HSE Self Service please use the following link: <https://healthservice.hse.ie/staff/my-hse-self-service-support/>**

