

NATIONAL INTEGRATED STAFF RECORDS AND PAY PROGRAMME (NISRP)

NiSRP preparing to complete implementation in remaining areas in coming months

Since mid-2019, the National integrated Staff Records and Pay Programme (NiSRP) has successfully implemented SAP Staff Records, SAP Payroll, SAP time entry and SAP self-service functionality across HSE East and South East, areas which feature more than 30,000 staff and pensioners. My HSE Self Service will be implemented in all the sites already on SAP HR/Payroll. The sites already on SAP HR/Payroll are the sites that went live with PPARS, noted in green on the map of Ireland and listed in detail below. The areas are the former health board areas North West, Midlands and Mid West. These do not geographically match current structures. In CHO1, for example, you will see only some counties (Donegal, Leitrim and Sligo) will receive My HSE Self Service in this current implementation.



NiSRP will complete implementation in the remaining counties at a future date:

- CHO1 - North West (Donegal, Leitrim, Sligo)
- CHO3 - Mid West Community Healthcare (Limerick, Clare, North Tipperary)
- CHO8 - Midlands (Offaly, Laois, Longford, Westmeath)
- University of Limerick Hospital Group
- Dublin/Midlands Hospital Group – Regional Hospitals Tullamore and Portlaoise
- Ireland East Hospital Group – Regional Hospital Mullingar
- Saolta Hospital Group – University Hospitals Sligo and Letterkenny
- Corporate - Staff paid through HSE NW, MW & Midlands
- National Ambulance - Staff paid through HSE NW, MW & Midlands
- Other National Services – Staff paid through HSE NW, MW and Midlands



What is My HSE Self Service?

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 it to approve applications for leave and travel.

1. Go to www.hse.ie/nisrpsselfservice
2. Click on “Register for My HSE Self Service”
3. Complete and submit the form

How will I access it?

My HSE Self Service can be accessed by employees using a desktop or laptop computer with internet access. If you are a manager, you must access My HSE Self Service using an HSE device for security reasons.

What are the benefits?

- Easier access and more control over your own information
- Available to you 24/7 online
- Eliminates paperwork and streamlines tasks, saving time for both employees and managers

What can I use it for?

A range of functions will be available to employees such as:

- View payslips
- View and change personal details
- View and change bank details
- Apply for various types of leave
- Submit travel and expense claims
- Apply for travel privileges and update documentation
- Run reports on leave and travel expenses

What are the main changes for me?

Employees:

- Your payslip will only be available on My HSE Self Service from the go-live date
- Staff claiming travel and expenses (subsistence) will now use My HSE Self Service
- Staff applying for leave will use My HSE Self Service.

Managers:

Managers are those who currently approve leave or travel. They will have access to all the employee features in addition to following functions:

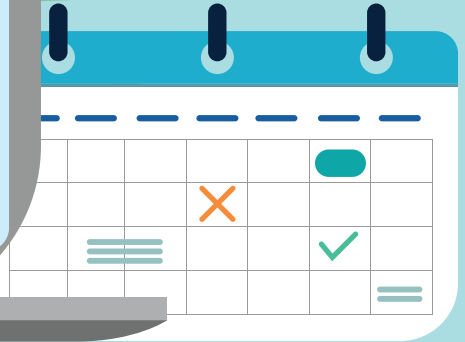
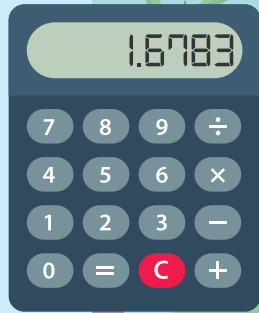
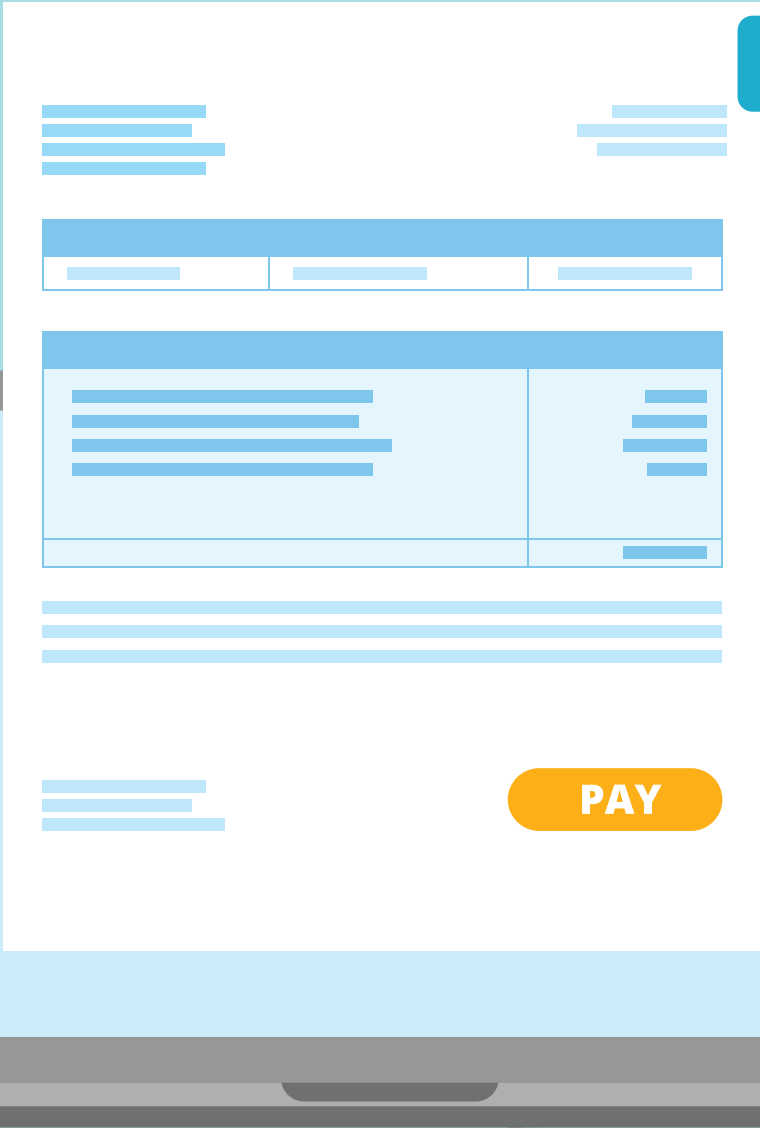
- Approving leave and travel
- Run report reports on teams leave/expenses
- Access to team calendar



FURTHER INFORMATION AVAILABLE ON
[healthservice.hse.ie/staff/benefits-services/
 pay/online-payslips/](https://healthservice.hse.ie/staff/benefits-services/pay/online-payslips/)



@NiSRP_HR



How can I find out more?

National integrated Staff Records & Pay (NiSRP) are running a series of online demonstrations (webinars)

- There are video tutorials and step by step guides on the NiSRP Support site, see below
- There are three My HSE Self Service courses on www.HSEland.ie
- There is a NiSRP Helpdesk already supporting employees which will be available to new users. It is available via email and phone which you can use from go-live.



NiSRP Support:
[www.hse.ie/
 nisrpservice](http://www.hse.ie/nisrpservice)



Paperless Payslips:

HSE staff transition from paper to online payslips

As part of the HSE's initiative to modernise and improve services, HSE Finance Shared Services are rolling out the transition from paper payslips to online payslips for all HSE employees. The Midwest and Northwest have seen the continued roll-out of this project to all staff in 2021. The expansion of online payslips and its benefits are set to continue early in the New Year with all South Payroll staff migrating online during February 2022. HSE Finance Shared Services are focussed on continuously enhancing the online payslip service. Feedback received from HSE staff has informed the redesign of the **Online Payslip** staff webpage and the following support information is now available:

- User guides on how to register and log in to your online payslip
- Unique webpage for each individual HSE Payroll Area
- HSE Payroll Teams contact and support details
- Frequently asked questions section

Benefits of Online Payslips:

- 24/7 access to current and historic payslips
- Payslips available the day before your pay date
- Print payslips at your own convenience
- Option to download and save payslips
- Environmentally friendly way to receive your pay details

