

HR & Payroll Self Service for Employees

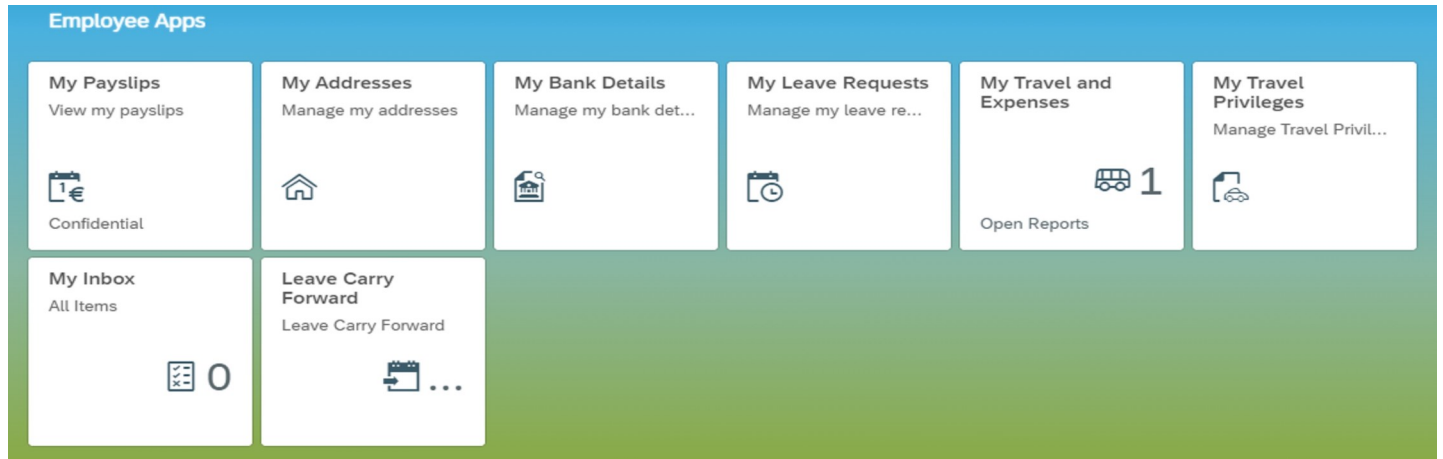


What is it?

HR & Payroll Self Service is an online tool which allows employees to view and change a range of personal information, to view payslips, to request leave and to submit travel and expense claims.

What will it look like?

Below is an example of part of the main screen:



What can I use it for?

- View payslips
- View and change personal details
- View and change bank details
- Apply for various types of leave
- Submit travel and expense claims and upload supporting documents
- View leave and expense reports

Benefits for Employees

- Easier access & more control over your own information
- Available to you 24/7 online
- Reduces paperwork and streamlines tasks

What does this mean for you?

- Your online payslips will now be available on HR & Payroll Self Service
- You will use HR & Payroll Self Service to apply for certain types of leave
- You will claim travel and expenses using HR & Payroll Self Service


How will I access it?

HR & Payroll Self Service can be accessed by employees using a smartphone, a desktop computer or a laptop with internet access. Managers must access HR & Payroll Self Service using a HSE device for data security assurance.

What support will be available?

- **Video tutorials** and **step by step guides** on www.hse.ie/nisrp
- E-learning courses on www.hseland.ie
- **NiSRP Helpdesk** via online portal, email and phone

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 NiSRP support site: www.hse.ie/nisrp

Scan QR Code to go direct to support site:

