



Stiúrthóra Náisiúnta,
Acmhainní Daonna

Feidhmeannacht na Seirbhísí
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To: Chief Executive Officer
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Each Assistant National Director HR
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Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHOs
Each Head of HR CHOs
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Anne Marie Hoey, National Director of Human Resources

Date: 5th May 2022

Subject: HR Circular 14/2022 – Addendum to Circular 12/2022 – Payroll
Guidance re Pandemic Special Recognition Payment

Dear Colleagues,

Further to HR Circular [012/2022](#) the Pandemic Special Recognition Award should be returned from each site/location and processed as an upload across all Payroll Systems.

New amended Wage Type/Pay Element codes are now set up to deal with the Pandemic Special Recognition Award following consultation with Revenue/HSE over the last week. I wish to advise that these wage types replace those previously advised.

The New Wage Type and Pay Element codes are as follows:

- **Wage Type 2198** should be used for administrating payment of the Pandemic Special Recognition Award in SAP Payroll Areas, utilising the STPD process as an upload.
- **Pay Element 1600** should be used for administrating payment of the Pandemic Special Recognition Award in Resource Link Payroll Areas, utilising the pay sheet or a CSV upload.

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments or the HR Helpdesk (ask.hr@hse.ie or 1800 444 925)

Yours sincerely



Anne Marie Hoey
National Director of Human Resources