



# NiSRP Newsletter



Ivan McConkey,  
Programme Director

## A Message from the Programme Director

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 over 80,000 when extended to staff in the South in March 2023. Huge credit is due to all of the staff and management around the HSE working really hard with the NiSRP Programme to ensure that all staff can have the benefits of Self Service and the single National Integrated Staff Records and Payroll systems as soon as possible.

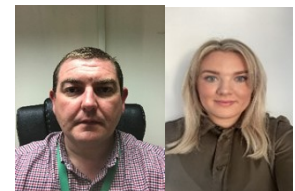
## Project Update

The NiSRP team are working closely with colleagues in HSE South and have conducted engagement sessions with management and staff. Local NiSRP Project Leads are in place and play a crucial role in both collecting local information and processes along with communicating any change impact on staff. A key stage in this implementation is to carry out parallel testing which includes two phases of testing the current live system against this new integrated system. The initial testing took place over the summer months and the next phase of testing is currently ongoing.

Programme Director, Ivan McConkey, said, “The team have already had positive engagement with staff and management in HSE South. I am confident that with further close collaboration with our colleagues in HSE South NiSRP will be successfully implemented in Spring 2023.”

## Let's hear from the users

NiSRP recently asked some users of HR & Payroll Self Service for their feedback. Thanks to Maria Whelan, Paediatric Occupational Therapist working with the Primary Care Team in Mullingar and Donal O'Donnell Staff Officer in University Hospital Limerick for these insights, pictured on right



Here is a snapshot of some of their comments:

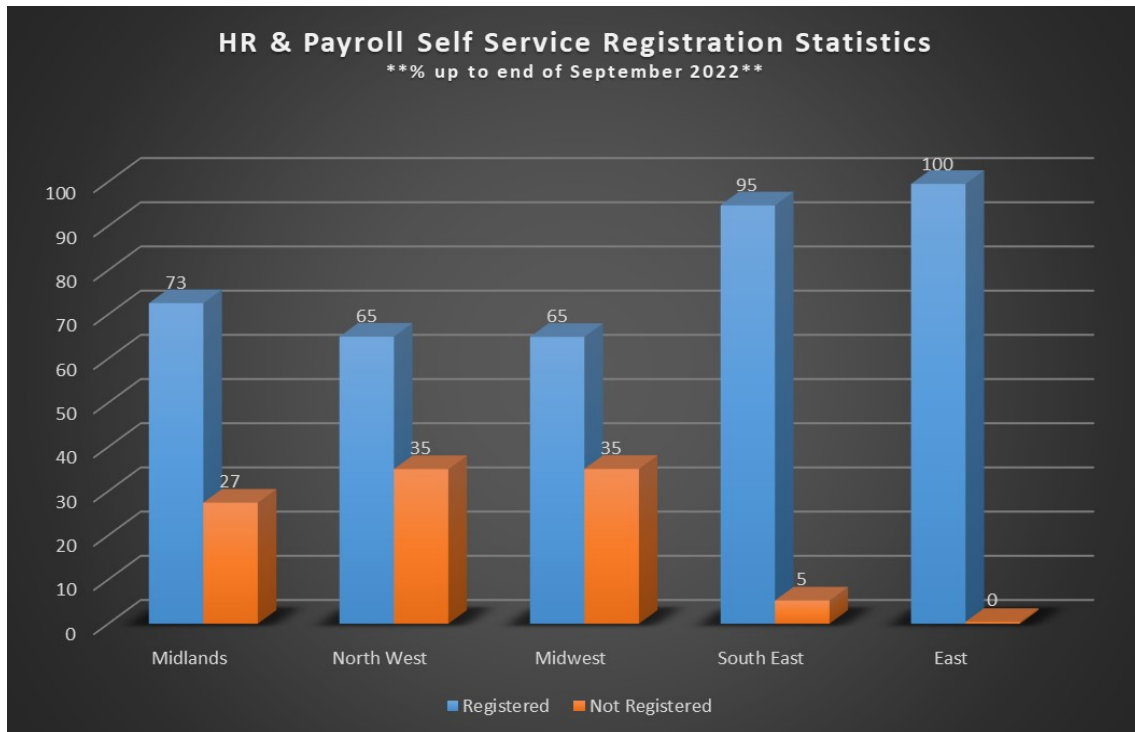
*“It is user friendly. There are nice ‘How to Use’ tools available that my manager gave me but actually if you just log on it's not complicated. It's not convoluted, it's just straightforward, all the headings and boxes are so clear. It's just so easy”.*

*“You know how much annual leave you have remaining, and you're not again chasing your manager to find out how many hours/day 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”.*

*“No more annual leave cards”*

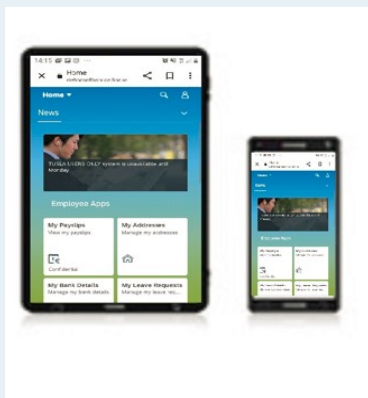
*“I would never go back to the paper way of submitting travel claims again”*

# HR & Payroll Self Service Registration Statistics for HSE Live Regions



## Some Benefits for staff of HR & Payroll Self Service:

- Quick turnaround of expenses payments
- 24/7 availability
- Greater control of your own information
- Less paperwork
- Efficient reporting tool



## Sign Up Today to HR & Payroll Self Service:



1. Send a blank email to [support.nisrp@hse.ie](mailto:support.nisrp@hse.ie) with "user set up request form" in the subject line.
2. You will receive a reply which includes a form for you to enter your set up details. Complete all fields on the form (if a field is not applicable to you then use "N/A" in that field) return the completed form to [support.nisrp@hse.ie](mailto:support.nisrp@hse.ie)
3. When you receive your login details go to <https://myhseselfservice.hse.ie> and enter the login details provided

## Did you know?

**Managers:** Did you know you can set up a substitute on HR & Payroll Self Service to cover the review and approval of leave, travel and travel privileges for the period you are on leave? Click on the following link to find out more: [Setting up a Substitute](#)

**Employees:** Did you know there are various online tools to explain leave balance on HR & Payroll Self Service? Click on the following links to find out more:

[Leave Balances Explained](#)

[Step by Step Guide to Leave Balances](#)

[Watch video to download step by steps guide on leave and reports](#)

## Training Resources Available:

NiSRP Website for support information  
[www.hse.ie/nisrpservice](http://www.hse.ie/nisrpservice)

HR & Payroll Self Service Support (formerly My HSE Self Service)  
<https://healthservice.hse.ie/staff/my-hse-self-service-support/>

HSeLanD eLearning certified course

A-Z on HR & Payroll Self Service (formerly My HSE Self Service) - each module takes about 15 minutes – Search for NiSRP choose module (Employee, Managers and Staff who Travel):



Ways to contact the HR & Payroll Self Service – NiSRP Helpdesk:

**Online Portal:** [Access the Health Shared Services Self Service Portal](#)

**Email:** [support.nisrp@hse.ie](mailto:support.nisrp@hse.ie)

**Phone:** 0818 300 296 (Monday to Friday, 9am to 4.30pm)