



## Guidance for all HSE management and staff on how to carry out key HR and payroll activities



From 1st March 2024, NiSRP Governance agreed on guidance to ensure all HSE management and staff are aware of the benefits to maximise the use of HR and Payroll Self Service. The policies detailed in this table were published across the HSE system in a memorandum from the Chief People Officer, HSE dated 24th January 2024. Managers and staff should adhere to this guidance as a normal part of routine compliance with HSE policies.

Action/Activity	Use	Do Not Use
View or Edit Personal Details (Address/Email/ Phone Number)	HR & Payroll Self Service	HR 104 form for updating address details
Edit Bank Details	HR & Payroll Self Service (Ensure changes are made as early as possible before your next pay date)	HR 104 Form for updating bank details
Travel and Expense Claim (non-taxable)	HR & Payroll Self Service	Paper or Excel copies of claim for submission and approval
Travel and Expense Claim (taxable)	Use Excel or paper-based claims to submit for approval	N/A
Travel Privileges/Travel Documents	HR & Payroll Self Service	Paper copies of travel documents for submission and approval
View Payslips	HR & Payroll Self Service (unless staff have had previous agreement to retain paper payslips)	N/A
Submitting and approving leave & absence requests	HR & Payroll Self Service HR & Payroll Self Service or HR & Payroll Time Managers' Workplace module (only where rosters are free and/or '5 over7')	HR & Payroll Time Manager's Workplace module where rosters are fixed (also known as '5 over 5')
Viewing leave & absence balances	SAP HR & Payroll as the 'system of record'	Paper or Excel records of leave and absence balances
Carry Forward Leave	HR & Payroll Self Service	A HR 108 form for carry forward of an annual leave application
Time Returns	The nationally agreed process	N/A
Starters/ Movers/ Leavers	HR forms in a timely and accurate manner.	N/A