



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive

Dr. Steevens' Hospital

Dublin 8

Tel: 01 6352319 Email: nationalhr@hse.ie

To:

**Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officers
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO Heads of HR
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**

From: Anne Marie Hoey, National Director Human Resources

Date: 14th March 2020

Re: HR Circular 008/2020: Update to HR Circular 007/2020: COVID-19 FAQ's for the Public Health Service: HSE National Collection of Daily Absence for COVID-19

Dear Colleagues,

HR Circular 007/2020 advised of the required changes in the arrangements regarding monthly employee absence reporting consequent to our response to COVID19. The circular advised on the development of a new **Paid Absence Code 'COVID19-Paid Leave'** for use across SAP sites to record employee absence specifically relating to COVID-19, would be issued once available, and the circulation of a revised template as part of the normal monthly process¹.

¹ The requirement for the measurement of all absence data is set out within HSE HR Circular 008/2008 and HSE HR Circular 007/2010, with the primary purpose of establishing a national public health service wide reporting process of monthly percentage absence rates by agency and staff category. The collection and reporting of monthly absence data is managed by the Strategic Workforce Planning and Intelligence Unit National HR. For fully operational integrated SAP sites, absence data is extracted from the Bex Analyser database directly. All other HSE areas and Section 38 agencies are required to submit absence returns on the National Absence template to nationalabsence@hse.ie



www.hse.ie/changeguide

"To view the Health Services People Strategy 2019 - 2024 please click [here](#)."

The purpose of this circular is A) to provide an update in reporting arrangements as per the above, and B) to provide further clarification on the requirement of National Collection of Daily Absence for COVID-19.

A) Monthly Employee Absence Reporting

For **SAP sites**, HPSA have confirmed the configuration of the new absence code for COVID-19 as follows:

- Absence Type is **0403 COVID-19 Paid Leave**
- Time ID is **A030 COVID-19 Paid Leave**

This absence can be entered by Time Returning Officers via Time Manages Workplace (PTMW) or by HR via **PA30**.

HR/ Payroll Systems & Analytics (HPSA) have confirmed that they will issue a broadcast message to be published on the SAP HR/ Payroll system advising all SAP users about this new Absence Type and Time ID. This will also be issued to all HR Managers by Business Support and to both Time and PA input staff by the Training Team. This new code will be available from 15/03/2020.

Therefore, the instruction in Circular 007/2020 to use Code **0430 Special Leave with Pay** for employee absence relating to COVID-19 is to cease and to be replaced with the above new **Absence Code 0403 COVID-19 Paid Leave**.

For **Non SAP sites**, a revised template for reporting will issue in the next cycle of reporting via Strategic Workforce Planning and Intelligence Unit to the Absence Returning Officers, to include the collection of data on absence relating to COVID-19.

Of note, the above absence reporting is specifically related to COVID-19 and should only be used to record employee absence relating to COVID-19 (Paid leave).

B) HSE National Collection of Daily Absence for COVID-19

The instruction, including the online link for the National Collection of Daily Absence for COVID-19 is being paused, with alternative arrangements for the daily collection of absence being made via the National Workplace Health and Wellbeing Unit, National HR.

Queries

For queries relating to the SAP element of this communication please contact saphr.support@hse.ie. For queries relating to the Non-SAP element please contact workforcedata@hse.ie

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources.



www.hse.ie/changeguide

“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”