Get started using some of the features on HR & Payroll Self Service

The information below will help you get started with a few clicks.
You can find more detailed tutorial videos and guides on www.hse.ie/nisrp

Human Resources — Leaders in People Services

My Travel and Expenses Tile

1. Click on "My Travel and Expenses
2. Click the "+" sign to create a new submission
3. Enter the dates of travel
4. Click "Ireland" and enter the main trip destination and click the back arrow "<"
5. Enter the reason/purpose for the claim i.e. the name of meeting/location
6. Click "Add Expenses" and Select for e.g. Mileage.
7. Complete each field and note the fields with an * are mandatory.
8. Click "Submit"
9. Tick the box and click "Confirm"
10. Your travel claim has now been sent to your manager for a decision to approve or reject

My Leave Requests Tile

1. Click "My Leave Requests"
2. Click "Create Request"
3. Click on the "Leave Type" drop down and select the required leave
4. Select the required leave dates
5. Enter more details if you wish in the comment box
6. Click "Save"
7. Your leave request is sent to your manager for a decision to approve or reject

My Addresses/ Bank Details Tile

1. Click on "My Addresses/My Bank Details"
2. You can review your address/bank details
3. If you need to change any information, click "Edit"
4. In "Validity Period" ensure you enter a date the new details are valid from
5. Click "Save"
6. Your information is now updated on SAP

My Payslips Tile

1. Click "My Payslips"
2. Select the payslip you want to view
3. Options are available to download and print the payslip
4. Click "Explain Payslip" and place the cursor over items to explain items on your Payslip
5. If you have an issue with your Payslip Click "Contact Us" which provides advice on how to resolve.

BooQi products are produced under license and are subject to design registrations and trademarks. © Booqi Media Solutions BV www.booqi.com call 087 666 1116   NO 46584/35

---

10 Common Questions

Support Information

If you require further information or technical support there are video tutorials, step by step guides and other useful information at hse.ie/nisrp or scan the QR code above to be taken directly to the NiSRP support site. There are also three modules available on hseland.ie

You can log a query on the Health Shared Services Self-Service portal or by email at support.nisrp@hse.ie

Follow us @NISRP_HR for regular updates

1. **Why can't I see my full leave entitlement?**
You can see the full leave entitlement for the year in "My Leave Balances" under HSE Reports". "Calc A/L for Year" shows your leave for the year. and "A/L Remaining" shows how many hours left to take for the year.

2. **Will I be able to apply for annual leave if my quota is low?**
Yes, you will be able to apply for leave and this will be taken from the accrued leave throughout the year.

3. **Are all types of leave included?**
Any leave type which requires only one level of approval is included. The quotas for other leave types such as Parental Leave will be included once the details have been entered on to the SAP HR system.

4. **How do I update my travel documentation on HR & Payroll Self Service?**
The "Travel Privileges" feature allows you to submit vehicle details to your manager every year to enable you to claim travel expenses. This is in compliance with the National Financial Regulations.

5. **How can I set myself up to claim travel expenses without a vehicle?**
In "Travel Privileges" click the "vehicle" icon at top of screen. Then click "Create" and slide the Yes/No button to "No" There is a requirement to complete the employee declaration form which is available in this section.

6. **Is there a cut-off date to ensure I receive payment for travel in my next pay?**
Travel claims must be entered and approved 8 days before your pay date. For example, your claim has to be submitted and approved by noon Wednesday on 12th April to be paid on 20th April.

Please note that payroll processing deadlines may vary to allow for public holidays.

7. **Will I receive an email when my travel claim is approved?**
You will not receive an email notification but the status of your claim in Travel and Expenses will change from "Submitted" to "Approved" and payment will be made in the relevant pay period.

8. **What do I do if my approver is wrong when I apply for leave or travel?**
Contact your manager to ask to have this information updated. Managers will find latest list of OM administrators at **www.hse.ie/nisrp**

9. **What do I do if the screen is blank when I log on to HR & Payroll Self Service?**
You may be using an older version of an internet browser. Please use the latest version of Microsoft Edge (has a built in screen reader for visually impaired users.), Google Chrome or Mozilla Firefox to access HR & Payroll Self Service.

10. **How do I save a link to HR & Payroll Self Service on my desktop?**
Right click on the mouse on a blank part of the desktop and select New and Shortcut. On the next screen enter **https://myhseselfservice.hse.ie** Click Next. Enter the name of the link HR & Payroll Self Service and click finish. The icon will appear on your desktop.

Get Started

What is HR & Payroll Self Service?
HR & Payroll Self Service is an online tool (using SAP software) which allows employees to view or change a range of personal information, request leave and submit travel/expenses claims. Managers can also use it to receive requests for leave and travel.

How do I access it?
You can access HR & Payroll Self Service if you have a smartphone, tablet, desktop or laptop computer and internet access. If you are a manager, you must access HR & Payroll Self Service using a HSE device for security reasons.

How do I get set up with an account?
You must apply to have a HR & Payroll Self Service account set up. Go to hse.ie/nisrp and follow the steps.

How do I get my Logon ID?
Your Logon ID is your SAP personnel number [8 digits e.g.: 30123456] prefaced by the letter 'E' for employees, "M" for managers and "R" for retirees. In certain regions you will find it printed on your payslip. If you have never had a SAP personnel number this will be communicated to you. You can record it in the box below. **Do not record your e-mail address or mobile number along with your Login ID on this guide as this constitutes a security risk.**

How to set your password for the first time from a HSE device?
Using an internet browser on your work device open the logon screen https://myhseselfservice.hse.ie.

Select the Password Reset option
Enter your Logon ID. This is your personnel number preceded by E. Then enter mobile number in the format 353 87*******. Select Click Here if you wish to use an email address (if you do not have a mobile number).
Select Reset. Enter your Logon ID and type in (or copy & paste) the Temporary Password received in the text message.

Select Log on
Enter the Old Password. This is the Temporary Password sent to your mobile number. Enter a new password and confirm this. The password must be at least 8 characters long with a requirement for one uppercase letter, one number, and a special character for example $&!. Select Change.

You will now be logged in to HR and Payroll Self Service

To log on for first time from a non-HSE device you'll find the steps on hse.ie/nisrp

Why do I sometimes get sent a code when I log in?
This is a six digit code sent to your device as an extra verification step every time you log in from a non-HSE device. This is similar to the process used in on-line banking.

I forgot my password. What do I do?
You can use the Password Reset option on the logon screen. Please see steps described in the "How to set your password for the first time" above.

Use the help button to open training video tutorials. You will find this in the bottom right hand corner of features such as My Leave Request and My Travel and Expenses on HR & Payroll Self Service.

"You can record your Logon ID here:"

....

Do not record your e-mail address or mobile number along with your Login ID on this guide as this constitutes a security risk.

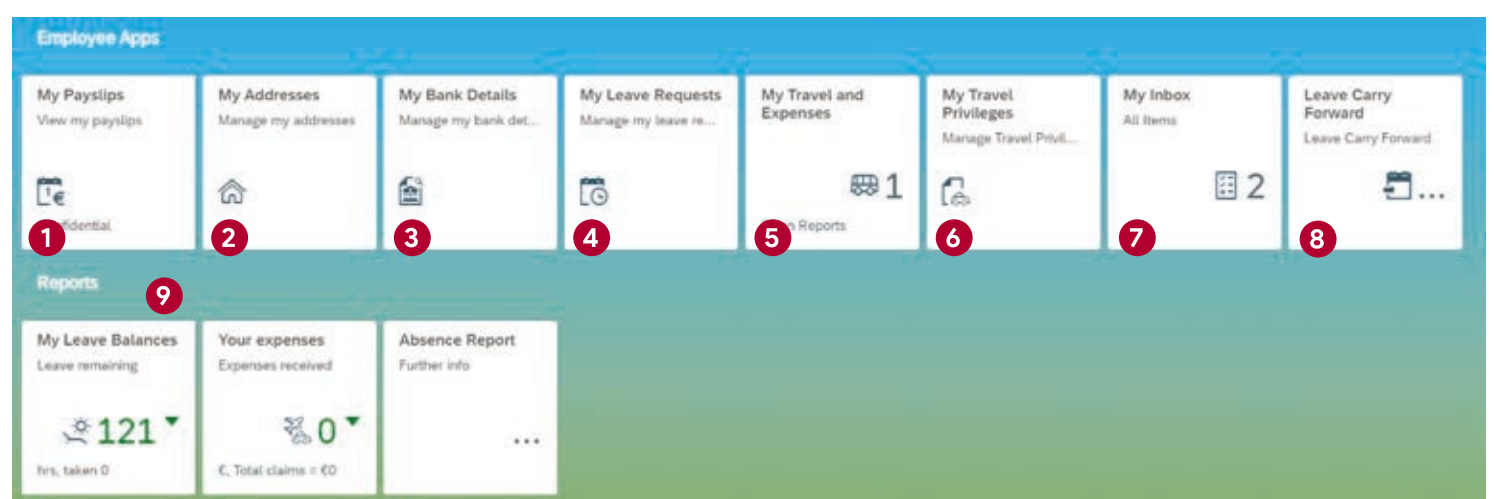## How do I get started on my desktop computer or laptop?

1. Using an internet browser, open the logon screen: https://myhseselfservice.hse.ie
2. To get logged in see step by step details on the left of this page.
3. To save an icon for quicker access to the logon screen, details on No. 10 in Common Questions overleaf.

How do I get started on my smartphone or tablet?

1. Using an internet browser on your phone and open the logon screen: https://myhseselfservice.hse.ie
2. To get logged in see step by step details on the left of this page.
3. To save an icon with quicker access to the logon screen on your phone home screen, follow the steps on Get Started page of NiSRP support website www.hse.ie/nisrp

Employee Apps

1. My Payslips — View my payslips
2. My Addresses — Manage my addresses
3. My Bank Details — Manage my bank det...
4. My Leave Requests — Manage my leave re...
5. My Travel and Expenses — Reports
6. My Travel Privileges — Manage Travel Privil...
7. My Inbox — All Items
8. Leave Carry Forward — Leave Carry Forward

Reports

9. My Leave Balances — Leave remaining — 121 hrs. taken 0
Your expenses — Expenses received — 0 €, Total claims = €0
Absence Report — Further info

What can I use HR & Payroll Self Service for?

These are the HSE Employee Apps. The HSE Manager account has the addition of a Team Calendar and extra reporting functionality for staff who report to them. For further details on this and future developments log on to www.hse.ie/nisrp:

1. My Payslips
View and download your Payslips. The "Explain Payslip" tool will help you to understand the various items on your Payslip.

2. My Addresses
View and change your home/work addresses and next of kin details.

3. My Bank Details
View and change your bank account details and the date the new account is valid from.

4. My Leave Requests
Apply for annual leave and most other leave types. Your manager will receive your leave request online.

5. My Travel and Expenses
Submit Travel and Expense claims which are paid in line with current pay cycles which will speed up payment.

6. My Travel Privileges
View and change your current car details and insurance documents. You will need to do this before you submit a travel claim.

7. My Inbox
Employees will receive a message here when travel or leave is submitted. Managers will also receive requests for leave and travel here.

8. Leave Carry Forward
Apply to bring your leave balance forward into the new leave year.

9. Reports
Run reports on Leave, Expenses and Absences.