



NER – Salary

Guide for Medical ManpowerUsers

NDTP – DIME

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Date:	June 2024

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Table of Contents:

1. Introduction:	4
2. Salary Section on DIME	4
2.1 Accessing the Salary Section on DIME.....	4
2.2 Updating NCHD Salary Details.....	5
2.2.1 NCHD Salary Details	5
2.2.2 Update Salary Details by Bulk Upload.....	5
2.2.3 Update Salary Details by NCHD	8
2.2.5 Comments on Salary Details	11
2.2.6 Download Salary Details	12
2.3 Reports	14
2.3.1 Pay Sale History Report.....	15
3. Compatibility Settings	16

1. Introduction:

The National Taskforce on the NCHD Workforce was established by the Minister for Health in September 2022. The purpose is to put in place sustainable workforce planning strategies and policies to improve the NCHD experience. Among the recommendations were to expand the National Employment Record (NER) to address key enhancements identified by NCHDs. This included the NCHD Salary and Point on Scale.

When NCHDs rotate employers they are required to provide a verification of service form/letter from their previous employer to their new employer, this is to provide salary details including grade, point on scale and incremental date. The request for this information happens at the busiest time of the year for the NCHD and the Medical Workforce Department. Failure to provide this on time can lead to NCHDs being placed on the incorrect point of the salary scale or even the first point. This then leads to underpayment/overpayment corrections for the NCHD, and additional work for Medical Workforce departments and salary departments.

DIME has now been enhanced to include the required information in relation to salary. This will be populated by Medical Workforce from 8th July 2024. Medical Workforce using this data together with the career history on DIME and the uploaded CV of the NCHD will be able to set up an NCHD on the correct salary, without the need for additional paperwork.

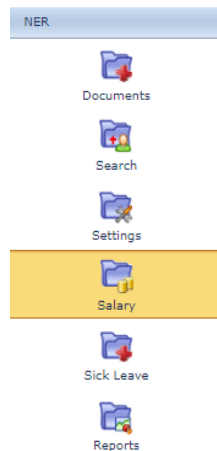
2. Salary Section on DIME

2.1 Accessing the Salary Section on DIME

The DIME system can be only accessed from a PC / Laptop. **Please note that Google Chrome is the recommended browser for accessing the portal.**

Once you have logged onto NDTP-DIME the NER Module will be displayed on the left hand side of the screen.

Select Salary from the menu.



2.2 Updating NCHD Salary Details

2.2.1 NCHD Salary Details

Medical Workforce departments can update the salary details of NCHDs via DIME. There are two options to facilitate this:

- Bulk upload
- Edit an individual NCHD record

Once an NCHD has commenced employment with a Clinical Site Medical Workforce can update this information. **This information cannot be populated until an NCHD has commenced in post.** Clinical site will be able to view their previous pay details of NCHDs who are post matched for a future date.

When a 'post match' has ended the pay details will move to the 'pay details from previous posts section'. The current pay scale entry will reset allowing the clinical site to update the NCHD's pay details.

2.2.2 Update Salary Details by Bulk Upload

Salary details can be uploaded for current NCHDs in bulk. Click on the search button to display all NCHDs who are currently in your employment.

The screenshot shows the 'Pay Scales' section of the DIME system. At the top, there are search filters for Reg Number, Forename, Surname, Grade, Speciality, and Clinical Site. A search button is circled in red. Below the search filters is a table with the following columns: Reg. Number, Forename, Surname, Grade, Speciality, Sub-Speciality, Clinical Site, Employee Number, Pay Scale, Point On Scale, Date Effective From, Increment Date, Updated By, DateTime, and Action. The table currently displays 'No data to display'. At the bottom, there is a red warning message: 'PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST' and buttons for Download, Upload, and Save.

This will display NCHDs who are currently post matched to your site. Click on the download button and a pre populated excel spreadsheet with the NCHDs details will be available to update.

The screenshot shows a web application interface with a search bar at the top containing fields for 'Mc Reg Number:', 'Forename:', 'Surname:', 'Grade:', 'Speciality:', and 'Clinical Site:'. Below the search bar is a table with the following columns: 'MC Reg. Number', 'Forename', 'Surname', 'Grade', 'Speciality', 'Sub-Specialty', 'Clinical Site', 'Employee Number', 'Pay Scale', 'Point On Scale', 'Date Effective From', 'Increment Date', 'Updated By', 'DateTime', and 'Action'. The table contains several rows of data, including 'SHO Microbiology' and 'Specialist Registrar (SpR) Endocrinology & Diabetes Mellitus'. At the bottom of the table, there is a red warning message: 'PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST'. To the right of the warning message are three buttons: 'Download', 'Upload', and 'Save'. The 'Download' button is circled in red.

Once the excel document has been downloaded the following fields can be populated for each NCHD:

- Employee Number
- Pay Scale
- Increment date
- Point on scale
- Date Effective from

Note NCHDs employed as Interns will have their pay scale and point on scale automatically populated.

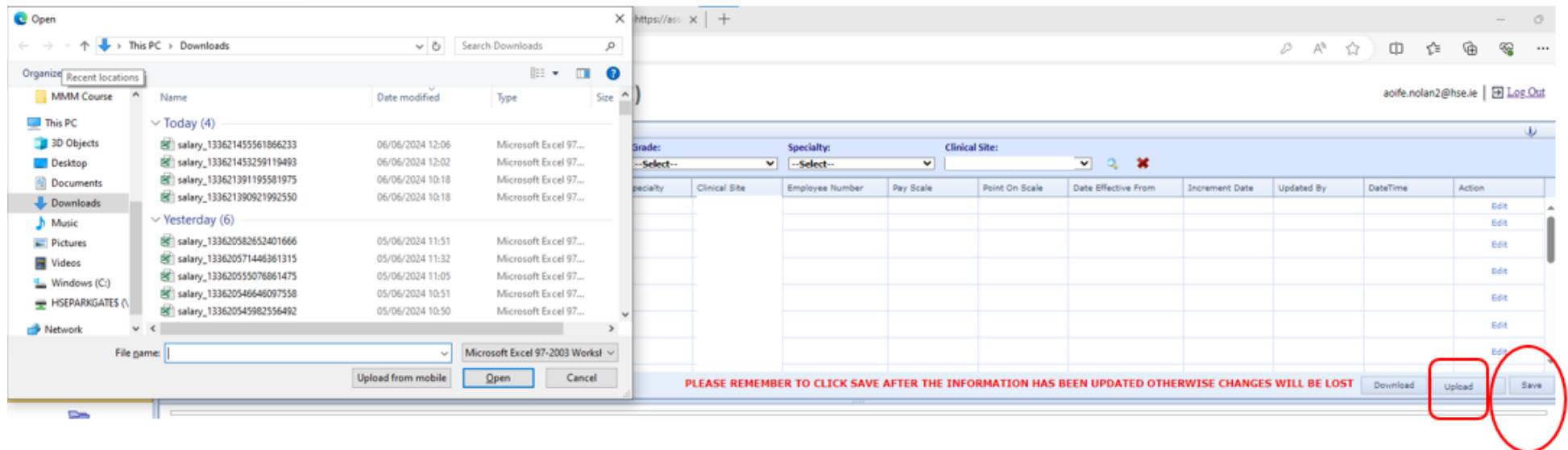
Once the spreadsheet is populated with the relevant details, save the file to a location of your choice.

Click on the Upload button.

This will open a new window allowing the user to navigate to where the file has been saved. Select the file and click the open button.

The pay details will then be populated on the DIME screen.

In order for the bulk upload to save it is essential that users click on the SAVE button.



2.2.3 Update Salary Details by NCHD

Salary details can be entered by individual NCHD.

Search for the NCHD by using the filters at the top of the screen and clicking the magnifying glass.

This will display NCHDs on your clinical site based on the criteria selected.

Pay Scales

Mc Reg Number: Forename: Surname: Grade: --Select-- Speciality: --Select-- Clinical Site: --Select--

MC Reg. Number	Forename	Surname	Grade	Speciality	Sub-Specialty	Clinical Site	Employee Number	Pay Scale	Point On Scale	Date Effective From	Increment Date	Updated By	DateTime	Action
			Specialist Registrar (SpR)	Obstetrics & Gynaecology										Edit
			Registrar	Psychiatry	N/A		test	Registrar	4th	01/06/2024	19/06/2024	anolan	06/06/2024 10:42:18	Edit

Page 1 of 1 (2 items)

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Download Upload Save

Click on the edit button for the NCHD whose details you wish to add. This will put the relevant row into edit mode and the pay scale details can be input.

Click the update button followed by the save button to ensure the pay details are saved.

Click cancel if you wish to exit edit mode without making any changes.

Pay Scales

Mc Reg Number: Forename: Surname: Grade: --Select-- Speciality: --Select-- Clinical Site: --Select--

MC Reg. Number	Forename	Surname	Grade	Speciality	Sub-Specialty	Clinical Site	Employee Number	Pay Scale	Point On Scale	Date Effective From	Increment Date	Updated By	DateTime	Action
			Specialist Registrar (SpR)	Obstetrics & Gynaecology				--Select--	--Select--					Update Cancel
			Registrar	Psychiatry	N/A		test	Registrar	4th	01/06/2024	19/06/2024	anolan	06/06/2024 10:42:18	Save

Page 1 of 1 (2 items)

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Download Upload Save

2.2.4 Amend NCHD Salary details

Salary details may be amended for an individual NCHD.

Search for the NCHD by using the filters at the top of the screen and clicking the magnifying glass. This will display NCHDs on your clinical site based on the criteria selected.

Pay Scales

Mc Reg Number: Forename: Surname: Grade: --Select-- Speciality: --Select-- Clinical Site: --Select--

MC Reg. Number	Forename	Surname	Grade	Speciality	Sub-Speciality	Clinical Site	Employee Number	Pay Scale	Point On Scale	Date Effective From	Increment Date	Updated By	DateTime	Action
			Specialist Registrar (SpR)	Obstetrics & Gynaecology										Edit
			Registrar	Psychiatry	N/A		test	Registrar	4th	01/06/2024	19/06/2024	anolan	06/06/2024 10:42:18	Edit

Page 1 of 1 (2 items) 1

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Download Upload Save

Click on the edit button for the NCHD whose details you wish to amend. This will put the relevant row into edit mode and the details can be updated.

Click the update button followed by the save button to ensure the pay details are saved.

Click cancel if you wish to exit edit mode without making any changes.

Pay Scales

Mc Reg Number: Forename: Surname: Grade: --Select-- Speciality: --Select-- Clinical Site: --Select--

MC Reg. Number	Forename	Surname	Grade	Speciality	Sub-Speciality	Clinical Site	Employee Number	Pay Scale	Point On Scale	Date Effective From	Increment Date	Updated By	DateTime	Action
			Specialist Registrar (SpR)	Obstetrics & Gynaecology										Edit
			Registrar	Psychiatry	N/A		test	Registrar	4th	01/06/2024	19/06/2024	anolan	06/06/2024 10:42:18	Update Cancel

Page 1 of 1 (2 items) 1

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Download Upload Save

If you edit Salary Details the previous entry will now move to the 'Pay Details From Previous Posts' Section.

Pay Scales

MC Reg Number: Forename: Surname: Grade: --Select-- Specialty: --Select-- Clinical Site: --Select--

MC Reg. Number	Forename	Surname	Grade	Specialty	Sub-Specialty	Clinical Site	Employee Number	Pay Scale	Point On Scale	Date Effective From	Increment Date	Updated By	DateTime	Action
			Registrar	Psychiatry	N/A		test	Registrar	5th	01/06/2024	19/06/2024	anolan	06/06/2024 13:02:15	Edit

Page 1 of 1 (1 items) 1

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST Download Upload Save

Comments

Add Comment

MC Reg. Number	Forename	Surname	DateTime	Submitted by	Comment
No data to display					

Pay Details From Previous Posts

MC Reg. Number	Forename	Surname	Grade	Specialty	Sub-Specialty	Clinical Site	Employee Number	Pay Scale	Point On Scale	Date Effective From	Increment Date	Updated By	DateTime	Action
			Registrar	Psychiatry	N/A		test	Registrar	4th	01/06/2024	19/06/2024	anolan	06/06/2024 10:42:18	

2.2.5 Comments on Salary Details

Medical Workforce may add in comments for an NCHD. Search for the NCHD using the filters at the top of the screen.

Select the NCHD by double clicking on their record.

Click on the 'add comment' button. A pop up window will appear on screen where notes can be added.

Click cancel to navigate back to the main section and no comments will be saved.

Click save to save comments in this section.

The screenshot shows a web interface with a table titled "Comments". The table has columns for "MC Reg. Number", "Forename", "Submitted by", and "Comment". A modal window titled "Add Comment" is open in the center, containing a text input field and "Cancel" and "Save" buttons. A red rectangular box highlights the "Add Comment" button located in the top right corner of the table area.

Comments							Add Comment
MC Reg. Number	Forename	Surname	DateTime	Submitted by		Comment	
<			06/06/2024 13:12:21	anolan		this is a test comment	

2.2.6 Download Salary Details

Medical Workforce may download the details relating to an NCHD by searching for that NCHD using the filters at the top of the screen.

Select the NCHD by double clicking on the relevant row.

Click on the download button to the right of the filters.

The screenshot displays the 'Pay Scales' interface. At the top, there are search filters for 'Mc Reg Number', 'Forename', 'Surname', 'Grade', 'Specialty', and 'Clinical Site'. Below these filters is a table with the following data:

Employee Number	Pay Scale	Point On Scale	Date Effective From	Increment Date	Updated By	DateTime	Action
test	Registrar	5th	01/06/2024	19/06/2024	anolan	06/06/2024 13:02:15	Edit

A red circle highlights the download icon (a document with a downward arrow) located to the right of the filters. Below the table, a red warning message reads: 'PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST'. At the bottom right of this section are buttons for 'Download', 'Upload', and 'Save'.

Comments

MC Reg. Number	Forename	Surname	DateTime	Submitted by	Comment
			06/06/2024 13:12:21	anolan	this is a test comment

Pay Details From Previous Posts

MC Reg. Number	Forename	Surname	Grade	Specialty	Sub-Specialty	Clinical Site	Employee Number	Pay Scale	Point On Scale	Date Effective From	Increment Date	Updated By	DateTime	Action
							test	Registrar	4th	01/06/2024	19/06/2024	anolan	06/06/2024 10:42:18	Edit Delete

The following pop up will appear displaying a pdf document with the pay details for the selected NCHD.

This document can be printed or saved using the icons on the top right hand corner.

Salary Details
Generated Date: 06/06/2024

Current Details

Grade	Speciality	Sub-Speciality	Clinical Site	Employee Number	Pay Scale	Point on Scale	Date Effective From	Increment Date
Registrar				test	Registrar	5th	01/06/2024	19/06/2024

Comments

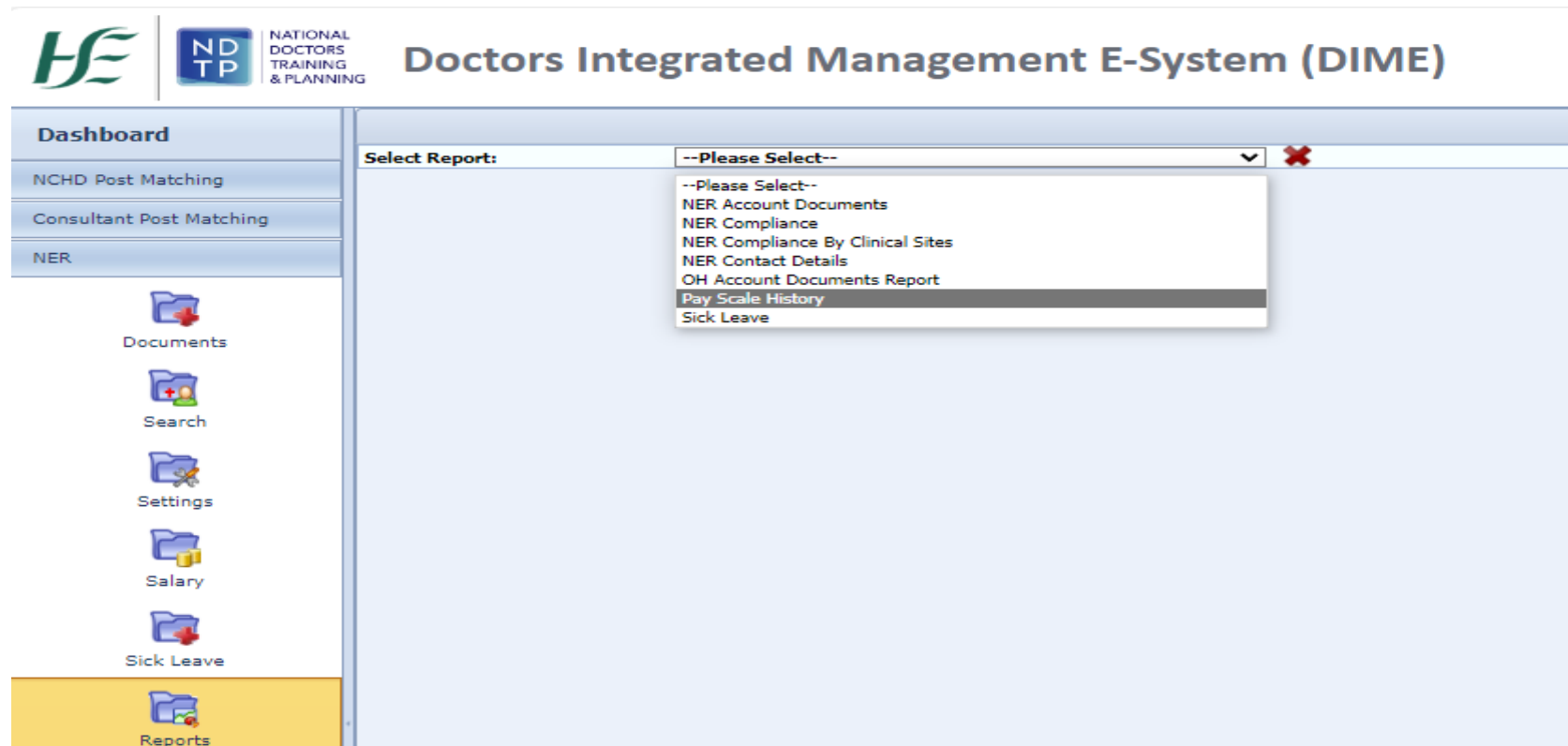
Date Time	Submitted by	Comment
06/06/2024	anolan	this is a test comment

Pay Details From Previous Posts

Grade	Speciality	Sub-Speciality	Clinical Site	Employee Number	Pay Scale	Point on Scale	Date Effective From	Increment Date
Registrar	Psychiatry	N/A		test	Registrar	4th	01/06/2024	19/06/2024

2.3 Reports

To access the Pay scale Report click the “Reports” section in the NER Module:



The Reports available can be used to display a variety of information which may be useful for the Medical Workforce Department.

There is a filtering functionality available with all reports which allow the user to choose the information that is displayed in these reports as required. These filters vary, depending on the report chosen.

All reports can be exported and downloaded into an Excel file if necessary by selecting the blue floppydisk icon and click “Excel”.

2.3.1 Pay Sale History Report

This report shows the pay scale history details of an NCHD.

Use the filter functionality to outline the report criteria and click '**view report**' button.

Select Report: Pay Scale History

Report Date: 06/06/2024 00:00:00 Clinical Site: Addiction Services, CHO Area 7, Area

Grade: SHO, Registrar, Specialist Registrar Pay Scale: Intern, Senior House Officer, Registrar

IMC Number: [Redacted]

1 of 1

View Report

Pay Scale History Report

IMC Number	Employee Number	PPS Number	Forename	Surname	Grade	CHO / Hospital Group	Clinical Site	Medical Discipline	Speciality	Pay Scale	Point on Scale	Effective from Date	Incremental Date
[Redacted]	test	[Redacted]	[Redacted]	[Redacted]	Registrar	N/a	[Redacted]	[Redacted]	[Redacted]	Registrar	5th	01/06/2024	19/06/2024

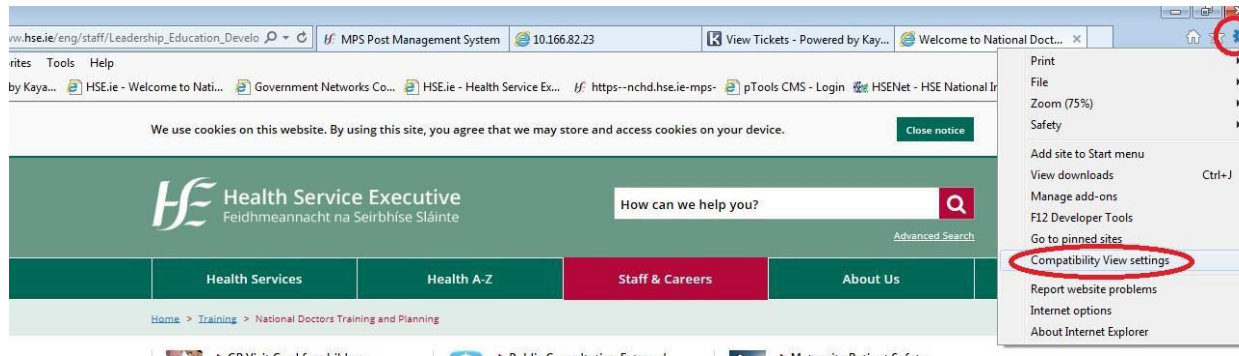
3. Compatibility Settings

Some browsers have settings automatically selected which will not allow you upload or rotate documents. These settings can be changed within the compatibility option of your browser. If you are having issues with this, please follow the below steps:

1. Select the Settings Cog or 'Tools' options:



OR



2. When the compatibility menu opens ensure that the tick boxes are unchecked as per the screenshot below

The screenshot shows the 'Compatibility View Settings' dialog box in the foreground, overlaid on a web browser window. The dialog box has a title bar 'Compatibility View Settings' and a close button. Below the title bar is a section 'Change Compatibility View Settings' with a folder icon. There is an 'Add this website:' section with a text input field containing 'hse.ie' and an 'Add' button. Below that is a section 'Websites you've added to Compatibility View:' with an empty list box and a 'Remove' button. At the bottom of the dialog box, there are two unchecked checkboxes: 'Display intranet sites in Compatibility View' and 'Use Microsoft compatibility lists'. A red circle highlights these two checkboxes. Below the second checkbox is a link: 'Learn more by reading the [Internet Explorer privacy statement](#)'. A 'Close' button is at the bottom right of the dialog box. The background shows a web browser window with the address bar containing 'MPS Post Management System' and '10.166.82.23'. The page content includes a search bar, navigation tabs for 'Services', 'Health A-Z', 'Staff & Careers', and 'About Us', and a main heading 'Health Service Executive' with the Irish text 'hse.ie' and 'hse.ie'.