



# NER – Salary

## Guide for Medical ManpowerUsers

*NDTP – DIME*

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## 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 8<sup>th</sup> 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.

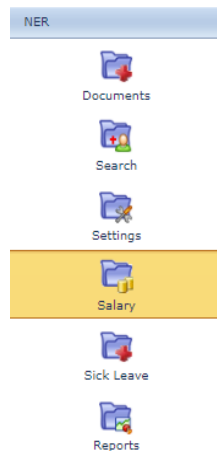
## 2. Salary Section on DIME

### 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 Downloading the Pay Scales Guide

The screenshot shows the DIME system interface. At the top, there are logos for HSE and NDTP (National Doctors Training & Planning). The main title is 'Doctors Integrated Management E-System (DIME)'. Below this is a navigation bar with a 'Pay Scales' button circled in red. To the left is a sidebar with icons for 'Documents', 'Search', 'Settings', 'Salary' (highlighted), and 'Sick Leave'. The main content area has a search bar with fields for 'MC Reg Number', 'Forename', 'Surname', 'Grade', 'Specialty', and 'Clinical Sites'. Below the search bar is a table with the following columns: HC Reg. Number, Forename, Surname, Grade, Specialty, Sub-Specialty, Clinical Site, Employee Number, Pay Scale, Point On Scale, Date Effective From, Increment Date, and Updated By. The table currently displays 'No data to display'. At the bottom of the page, there is a red warning message: 'PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST'.

i.

At the top of the Salary screen, there is a link to the Pay Scales Guide. Click on 'Pay Scales' button and it will download a PDF of the most recent version of the HSE pay scales guide. Click on this hyperlink to access a list of all current HSE pay scales.

## Pay scales

The rates of pay, allowances and other pay-related conditions for HSE employees are approved by the Department of Health. These pay rates are referred to as consolidated pay scales.

These pay scales set out the rates of pay for each grade and include incremental pay (increase in pay). Increments are paid annually. The number of increments paid is determined by your grade.

### Current pay scales

ii.



[June 2024 pay scales \(PDF, 2.4 MB, 66 pages\)](#)

## 2.3 Updating NCHD Salary Details

### 2.3.1 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.

### 2.3.2 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 a web application interface for managing NCHD salary details. At the top, there is a search bar with the following fields: Reg Number, Forename, Surname, Grade (dropdown menu), Specialty (dropdown menu), and Clinical Site (dropdown menu). A search button, represented by a magnifying glass icon, is circled in red. Below the search bar is a table with the following columns: 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, and Action. The table currently displays "No data to display". At the bottom of the interface, 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 this message are three buttons: 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.

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
		r	SHO	Microbiology										Edit
			SHO	Microbiology										Edit
			Specialist Registrar (SpR)	Microbiology										Edit
			SHO	Endocrinology & Diabetes Mellitus										Edit
			Specialist Registrar (SpR)	Endocrinology & Diabetes Mellitus										Edit
			Specialist Registrar (SpR)	Endocrinology & Diabetes Mellitus										Edit
			Specialist Registrar (SpR)	Endocrinology & Diabetes Mellitus										Edit

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

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

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

### What should I enter in the 'date effective from' section?

This is the date the NCHD went onto their current payscale.

### I do not know the 'date effective from'?

If you do not have the exact date you should follow the following steps:

- Look at the NCHDs CV and check that they had continuous service.
- If they had continuous service for the past 12 months you can make the assumption that they went onto their current payscale one year prior to their incremental date. Please ensure that you put a comment in the comment section outlining that this information. Generally it will be one year prior, however in some instances the date may vary if the NCHD took a period of leave that did not attract incremental credit.
- If there was a break in service in the past 12 months factor this into the date as they would not have accrued incremental credit for this period. Please ensure you place a comment in the comment section outlining this information.

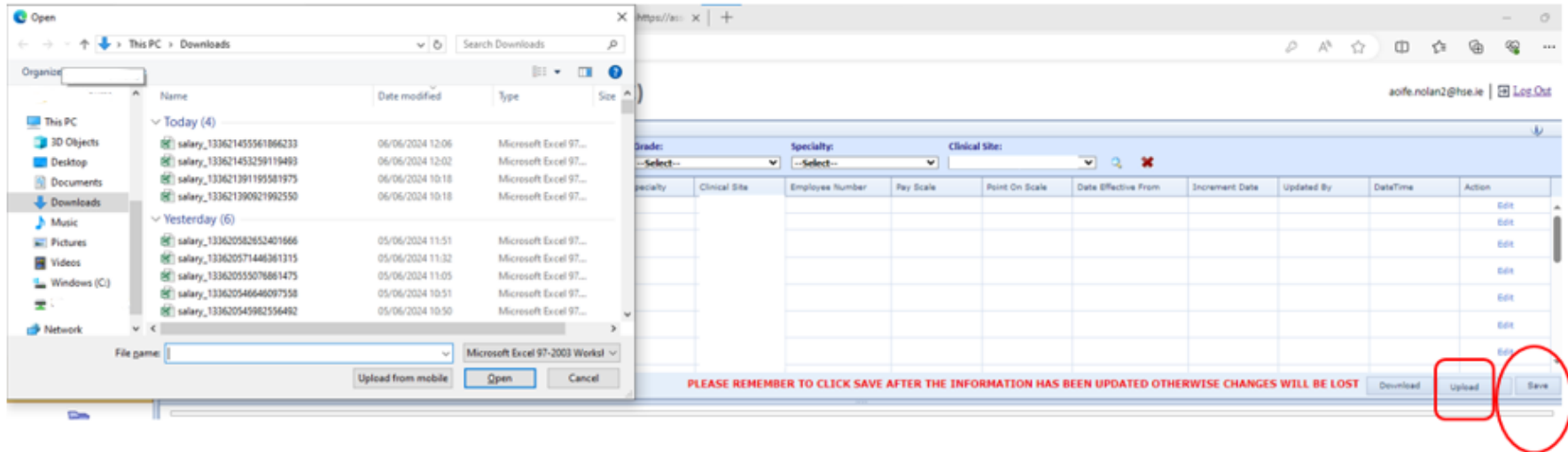
Once the spreadsheet is populated with the relevant details, save the file to a location of your choice.



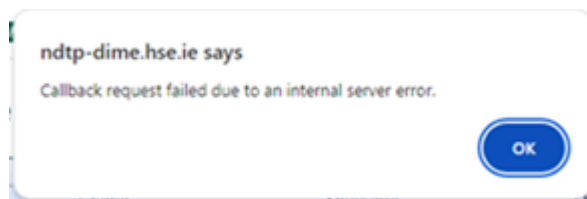
Click on the Upload button.

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.

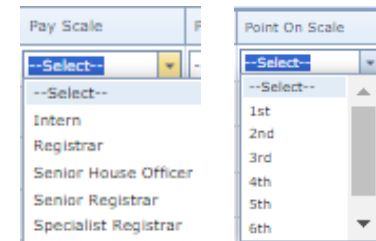


I am getting an error when I try to do the bulk upload of my excel document:



If you get an error message when trying to upload your spreadsheet, you should follow these steps:

- Ensure all grades are entered correctly with no additional spaces or spelling errors, and the full title of the job is entered.
- Ensure all dates are in the correct format and complete. The only blank dates should be the incremental date when an NCHD in on the maximum point of scale.
- Ensure the point of scale is entered in the correct format with no spelling errors or additional blank spaces and there is a 'th' or 'rd' in the point on the scale description.



### 2.3.3 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.

The screenshot shows the 'Pay Scales' interface with a search bar at the top and a table of NCHD records. The table has columns for 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 first record is highlighted, and the 'Edit' button in the Action column is circled in red.

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

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.

The screenshot shows the 'Pay Scales' interface with the NCHD record in edit mode. The 'Update Cancel' button in the Action column and the 'Save' button at the bottom right are circled in red.

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	Edit

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

Download Upload Save

### 2.3.4 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.

The screenshot shows the 'Pay Scales' interface with a search bar at the top and a table of NCHD records. The table has columns for 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 second record is highlighted, and its 'Edit' button is circled in red.

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

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.

The screenshot shows the 'Pay Scales' interface with the table in edit mode. The 'Update Cancel' button in the Action column of the second record and the 'Save' button at the bottom right are circled in red.

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	Update Cancel

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) **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	

### 2.3.5 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 titled 'Comments'. It features a table with columns for 'MC Reg. Number', 'Forename', 'Submitted by', and 'Comment'. An 'Add Comment' button is located in the top right corner of the table area, highlighted with a red box. A modal window titled 'Add Comment' is open in the center, containing a text input field and 'Cancel' and 'Save' buttons. Below the table, there is a section titled 'Pay Details From Previous Posts'.

The screenshot shows the 'Comments' section with a table containing one row of data. The table has columns for 'MC Reg. Number', 'Forename', 'Surname', 'DateTime', 'Submitted by', and 'Comment'. An 'Add Comment' button is located in the top right corner of the table area.

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

### 2.3.6 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 Medical Workforce system interface. At the top, there are filter fields for 'Mc Reg Number', 'Forename', 'Surname', 'Grade', 'Specialty', and 'Clinical Site'. The 'Specialty' dropdown menu is currently set to '--Select--'. To the right of these filters, there are icons for search, refresh, and a download icon (a document with a downward arrow) which is circled in red. Below the 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

Below 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 this message are buttons for 'Download', 'Upload', and 'Save'. Below the main interface, there is a 'Comments' section with an 'Add Comment' button and a table showing a single comment:

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

Below the comments section is a 'Pay Details From Previous Posts' section with a table showing a single row of data:

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

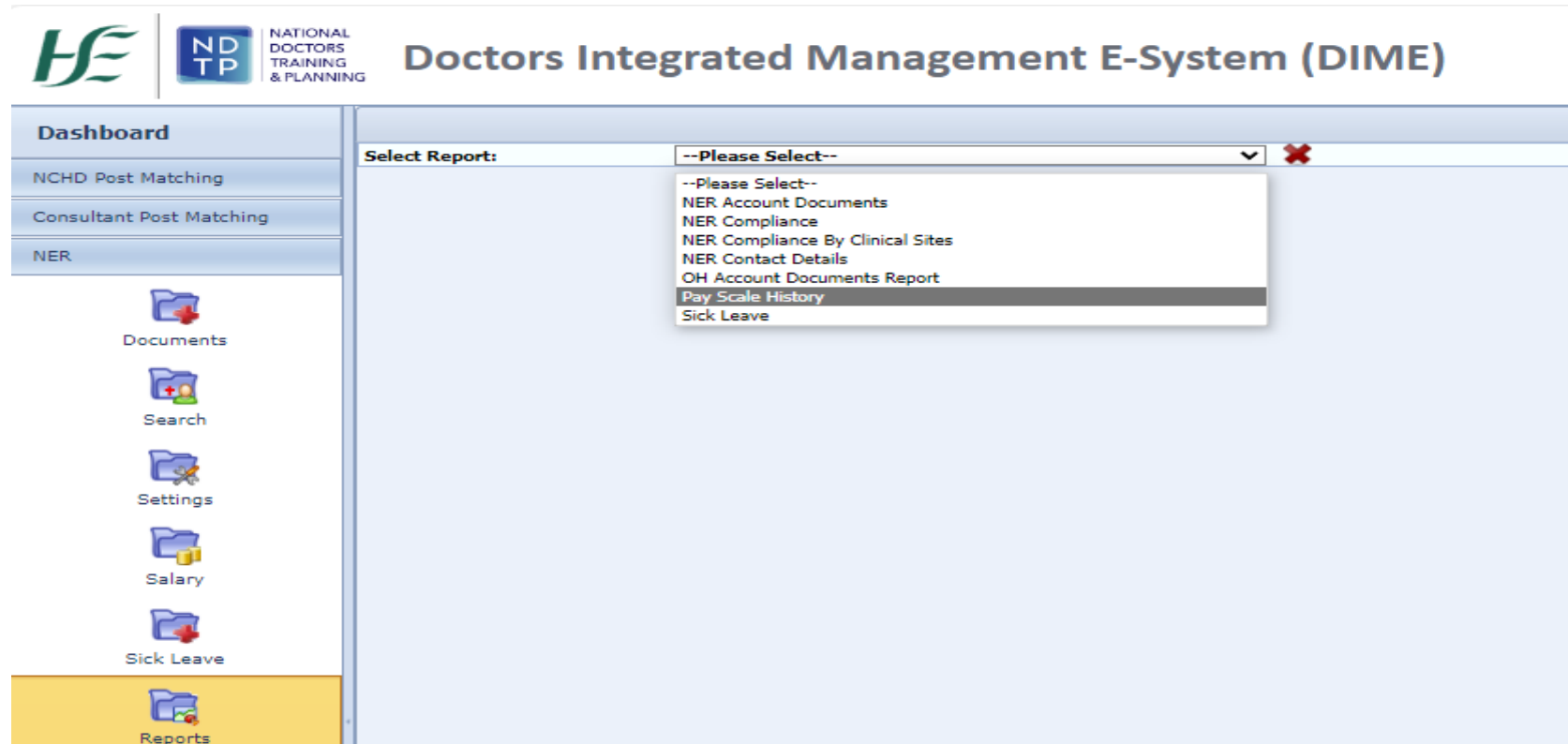
Date Time	Submitted by	Comment
06/06/2024	anolan	this is a test comment

### 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

## 2.4 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”.



## 2.4.1 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: 07/10/2024 00:00:00 Clinical Site: Addiction Services, CHO Area 7, Are

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

IMC Number:

1 of 1 Find | Next

**View Report**

### Pay Scale History Report

IMC Number	Employee Number	PPS Number	Forename	Surname	Grade	Health Region	Clinical Site	Medical Discipline	Speciality	Pay Scale	Point on Scale	Effective from Date	Incremental Date
------------	-----------------	------------	----------	---------	-------	---------------	---------------	--------------------	------------	-----------	----------------	---------------------	------------------

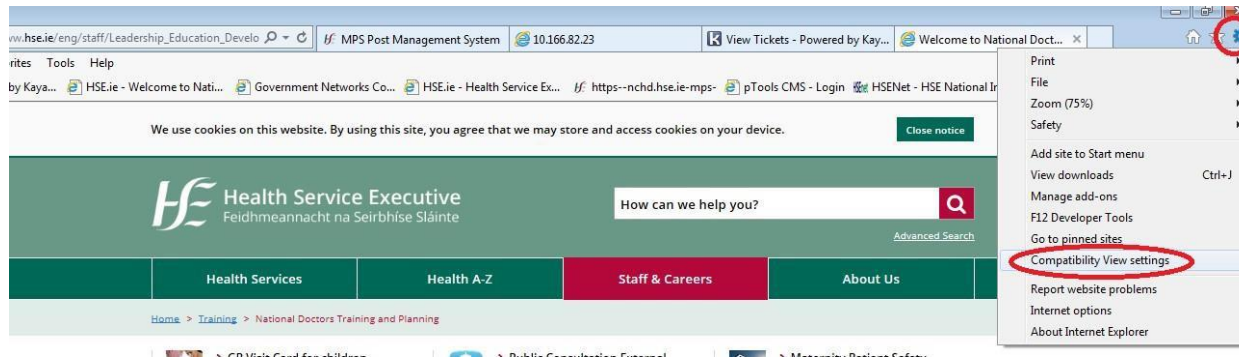
### 3. Compatibility Settings

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 un-checked as per the screenshot below

