

ESBS

Higher Education Payroll Shared Services (HEPSS) Project: Payroll Changes for Employees

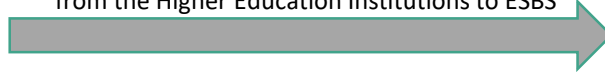
Context & Overview

The Education Shared Business Services Centre (ESBS) has been established by the Government to deliver shared services to the Education and Training Sector. As a result, three Higher Education Institutions (Trinity College Dublin, Waterford Institute of Technology and Marino Institute of Education) are to migrate some of their services to ESBS. Your Pay will be processed by ESBS instead of your institution in 2021.

3 Higher Education Institutions
(TCD, WIT, MIE)



Payroll activities move
from the Higher Education Institutions to ESBS



Education Shared Business Services
Centre (ESBS)



Some changes with the introduction of the ESBS Shared Services

Pay frequency changes will affect some employees. All employees currently on a weekly payroll will transition to fortnightly payroll which is aligned to the ESBS standardised fortnightly pay. Employees will need to prepare for this transition in advance to reduce the impact.

Key Dates for TCD Pay Frequency Changes:

- The first fortnightly payroll before services are transferred to ESBS is scheduled for 12th November 2020
- Please note, monthly payroll will continue to be paid as-is

An online portal (CorePortal) will be available to all staff members which will give 24/7 access to the following information and facilities:

- Payslips available to view online and to print
- Allows you to update your personal information such as your address and bank account details
- A Phone App will also be available to view and print your payslip

What do I need to do?

What do you need to do to make sure you're ready for this transformation:

1. Talk to the HR Helpdesk if you have queries about the transition of services to ESBS – 01 8963333/email hr@tcd.ie
2. You can also review the Employee Onboarding Document which is on the website. This document provides detailed information about the transition of services and additional FAQs.
3. In preparation for the transition of services, please ensure the following is complete:
 - Contact your bank to inform them of any changes impacting your accounts e.g. direct debits.
 - Please review your deductions e.g. credit union payments etc. and liaise with your institution.
 - Please note that any deduction already going through payroll will continue to go through payroll. The amount will be automatically changed in line with the fortnightly payroll.

Please note, the below is a list of FAQs which you may find helpful.



Employee	Employee Question	Response
	What is moving to ESBS?	<i>"Only Payroll services will move to ESBS. The HR function will remain with each institute."</i>
	Is there evidence that it is a good idea to transfer payroll services to ESBS?	<i>"Please refer to the Government's Shared Services Strategy and the Education and Training sector Shared Services Plan 2017-2020 to find more information and evidence to support the transfer of payroll services to ESBS. Both documents are available on the internet."</i>
	What are the timelines?	<i>"All 3 Proof of Concept Institutes have a target go live date by Quarter 1 2021. Specific details and plans outlining the transition of payroll services to ESBS will be circulated once confirmed."</i>
	Who is moving to the fortnightly pay frequency?	<i>"All employees currently on a weekly payroll will transition to fortnightly payroll aligned to the ESBS standardised fortnightly pay."</i>
	For those changing pay frequency, will they experience a period of time without pay?	<i>"We will endeavour to make the transition from weekly to fortnightly pay frequency as easy as possible. Discussions are underway to review options and agree next steps."</i>
	When will the pay frequency change come into effect?	<i>"The move to fortnightly pay frequency will take place before the HEI payroll services are transitioned to ESBS. 8 weeks notice will be given to employees following this notice to your HEI." The first TCD Fortnightly payroll will be paid on the 12th November 2020.</i>
	Once the transition is complete, will there be more transitions down the line i.e. fortnightly moving to monthly?	<i>"As part of the move to ESBS there will be no other changes bar the move from weekly to fortnightly. There is no plan to move from Fortnightly to Monthly."</i>
	Who tells you what salary I am on?	<i>"Your University is responsible for your HR and Personnel records. Any changes will be made at a local level and will feed through to Core Pay directly (Core is the integrated system in use)."</i>
	Do we need new bank accounts / details etc.? If so, who is our point of contact?	<i>"No, your bank details will be brought across as part of the transition to ESBS Shared Services."</i>
	I am paid monthly, will this remain monthly?	<i>"There will be no change to Monthly pay dates for the Proof of Concept phase of the project."</i>
	Who deals with my personal deductions?	<i>"Deductions will be handled by ESBS. Some of the current deductions will not transfer across to ESBS. We are still defining the list of deductions to process but communications will be circulated specifically on this as the project progresses."</i>
	If needed, who carries out adjustments?	<i>"It will depend on the type of adjustment, if it is a salary adjustment this will be actioned by your HEI, whereas other adjustments such as underpayments of overtime will be actioned by ESBS on the instruction of your HEI. Your HEI will provide full details once confirmed."</i>
	Do we still have "CorePortal"?	<i>"Yes you will still use "CorePortal". A HR App will also be available on your phone."</i>
	What information does ESBS staff have access to?	<i>"ESBS staff will only have access to information required for processing payroll."</i>
	How will the Local Property Tax (LPT) work?	<i>"This will not change. Notifications regarding LPT will be sent to ESBS as part of the normal RPN process."</i>
	Where do I book leave and will my sick leave be visible to all in ESBS?	<i>"This will not change. No, your sick leave will not be visible in ESBS."</i>
	Will deadlines change?	<i>"Details of deadlines will be made available once defined and agreed with your HEI."</i>
	How are local arrangements communicated?	<i>"As-Is. This will not change."</i>
	Who's accountable for ESBS?	<i>"ESBS (shared services) is a business unit of the Department of Education and Skills."</i>