



ESBS

Payroll & Finance Project

AUGUST 2018



What will the ESBS do?

The **Education Shared Business Services (ESBS)** centre has been established to deliver shared services to the education and training sector. Initially it is focussed on:

- The migration of existing payroll, T&S and finance activities on a phased basis from all 16 ETBs to the ESBS centre. The benefits in relation to payroll are highlighted in **Image 1**
- Standardise the usage of a common set of policies and procedures on a single technology platform



Image 1 – ESBS Benefits



Want to learn more? Please click on our [FAQ Guide](#)

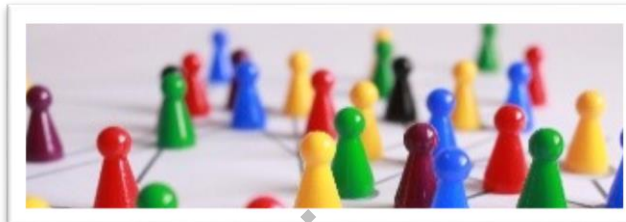


Key Highlights for August



CoreHR Team On Site

- Following the signing of our contract with **CoreHR** in May, the team is now on-board
- CoreHR is working with the Project Team and representatives from the ETBs to design the **new system**



Payroll Project Wave Migration

- Wave 1 will include **two ETBs** –
Dublin | Dún Laoghaire and Cavan | Monaghan
- Wave 2 will include **seven ETBs** –
Laois | Offaly
Tipperary
Kildare | Wicklow
Galway | Roscommon
Louth | Meath
Limerick | Clare
City of Dublin
- Wave 3 will include the **final seven ETBs** –
Longford | Westmeath
Waterford | Wexford
Kilkenny | Carlow
Donegal
Kerry
Mayo | Sligo | Leitrim
Cork



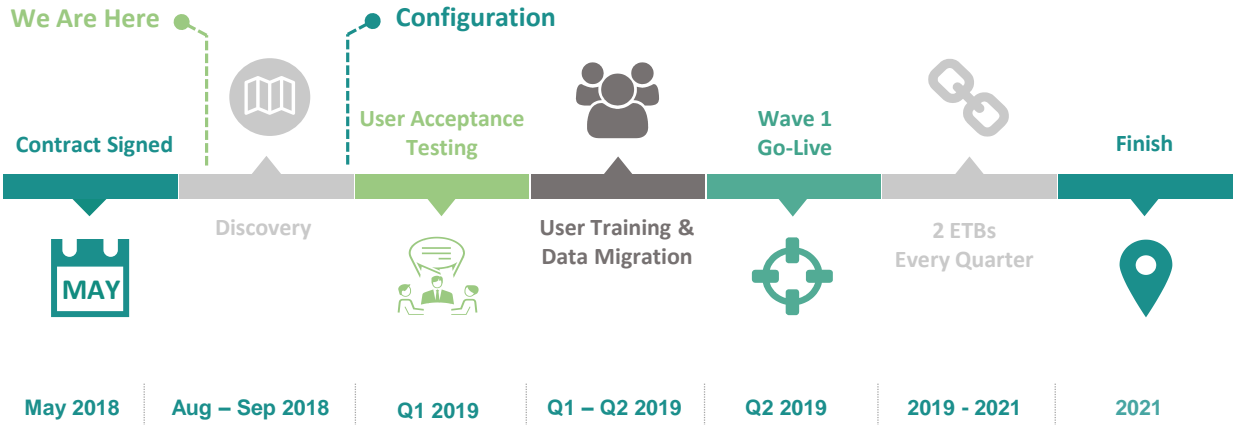
Future Frequency of Payments

- Pay dates will be every **2nd Friday** for fortnightly payees
- The **last working day** of each month will be the pay date for monthly payees
- T&S will be on the **3rd Monday** of every month





Project Timeline for ESBS ETB Payroll Project



Meet the Change & Comms Team

Ursula Devitt – Change & Comms Lead & **Caitríona Mulhall** – Transition Lead



- We lead the change management and communications function of the ESBS ETB Payroll Project
- We ensure that all information between the ETB sector and ESBS Centre is managed and utilised to support the success of the project
- We will design and manage the training of the ETB retained functions prior to Go-Live
- We will manage and co-ordinate cut-over activities in each ETB for each wave of deployment
- We design, develop and update documentation in relation to the change and communications, e.g. FAQ guide, newsletters, bulletins, training materials, updates and presentations



Email the team: esbsetbpayroll@esbs.gov.ie



Organisation Design Phase II – Workforce Planning

Staff Meeting - Organisation Design

- A staff meeting about organisation design took place on **June 28th**
- An **information paper** was circulated to the Staff side
- The **next meeting** is due to take place in **September 2018**





Updates from ESBS Finance for ETBs Project



Request for Tender

- Update briefing with Office of the Government Chief Information Office (OGCIO) Peer Review Group (PRG) in July 2018
- Review meetings held with Office of Government Procurement (OGP) and Chief State Solicitors Office (CSSO).
- The Project Steering Group which includes five ETB or SOLAS reps was updated by email in July follow up meeting held 29th August 2018.
- RFT documentation is due to be approved by OGP & CSSO early September and then reviewed by OGCIO PRG that month.
- Publication of the RFT by OGP on behalf of the Department (DES) as the Contracting Authority is targeted from end September 2018.

Learner Payroll Payments System (LPPS)

- LPPS Steering Group meeting held 9th August 2018. Pre-tender market briefing sessions in consultation with OGP held 24th Aug 2018.
- The LPPS RFT is near finalisation and is due to be complete October 2018.

Transition Planning

Engagement continues on the way forward for the planning and transition process with ETBs, DES Schools Finance and FET (SOLAS).

Purchasing Cards (P-Cards)

Donegal is to pilot the P-card app with Limerick Clare ETB, Cork ETB and Longford Westmeath ETB to follow.

eInvoicing

- eInvoicing expanded in ETBs to 90 suppliers live or tested, eight of which are large
- An eInvoicing 'Massive Open Online Course' (MOOC) was launched in IT Sligo in August and is available at: www.etbelnvoicing.ie
- The MOOC gives suppliers and ETB staff the opportunity to learn more about eInvoicing and receive a Certificate
- Closing conference 'eInvoicing - are you ready?' will be held on 20th September 2018
- If you're interested in the conference, e-mail the team at: einvoicing@esbs.gov.ie
- This relates to the eInvoicing EU co-financed project



An tAontas Eorpach a chomh-mhaoineadh
An tSaoráid um Chónascadh na hEorpa



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Contact Details

If you have any questions or queries, you can contact the ESBS Finance Team.



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