

# ESBS

## Payroll & Finance Project

NOVEMBER/DECEMBER NEWSLETTER 2018



**Happy Christmas & Happy New Year**

As we head into the Christmas period, we would like to take the opportunity to say a sincere **thank you** to everyone that has kindly contributed to and supported the ETB Payroll and Finance projects throughout 2018. In particular, we would like to thank members of our Steering Group and Process Design Authority, ETB OSD Directors; ETB Transition Leads, and all of the members of our Subject Matter Expert working groups for your on-going support and assistance.

From all of the team here in Blanchardstown, we would like to extend good wishes to you and your families for the Christmas season and to wish you all a prosperous new year.

### Introducing our New FAQ Document

For ease of reference and following feedback from the sector on our FAQ document we have redesigned our FAQs into **two separate documents**.

Please note that the FAQ Documents are updated on an ongoing basis and are re-published frequently. The most recent updated version was published on 19<sup>th</sup> of December 2018 and can be accessed using the FAQ Guide link located on the bottom of this page.



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

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### ETB Payroll Project - our Year to Date & 2019 Plans

#### 2018 Highlights

- **Contract signed** with CoreHR for the provision of a payroll system in [May 2018](#).
- **Information Gathering:** CoreHR Discovery workshops and Information gathering templates for system configuration completed. This could not have been done without the significant support & expertise provided by ETB staff members.
- **Conference Room Pilots:** completed [November 2018](#). Subject Matter Experts (SMEs) from the ETBs in conjunction with ESBS staff attended these sessions where the new ESBS ETB Payroll system was demonstrated by CoreHR.
- **ETB Wave Migration:** click on the [link](#) to see our latest version of the Wave Migration Strategy
- **Payroll and T&S Policies:** click on the [link](#) to see our latest version of the ESBS ETB Payroll Policies.
- **Process Mapping:** click on the [link](#) to see the Level 3 **To-Be** process maps published in [October 2018](#) – along with the revised ESBS/ETB Activity Split - [here](#). The Level 4 maps have also recently been completed and were circulated on 14<sup>th</sup> Dec for ETBs to review.
- **Data Mapping & Data Migration:** the ESBS team are working in close collaboration with DDLETB & CMETB as the wave 1 ETBs to complete data mapping and data migration in preparation for UAT commencing in [January 2019](#).
- **CoreHR Training:** for the ESBS Team and ETBs in wave 1 has been ongoing through [November & December 2018](#).
- **Memorandum of Understanding (MOU):** the text of an MOU between ESBS & each ETB was signed off by the Steering Group on [3<sup>rd</sup> December](#) and an individual MOU will now be signed by the ESBS and each ETB.

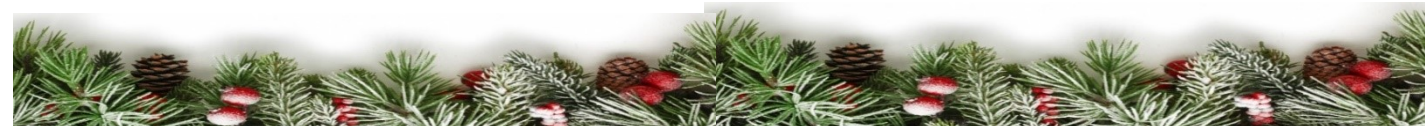
#### 2018 Highlights Contd.

- **ESBS ETB Payroll Operations Recruitment:** A successful EOI campaign was conducted in both the ETB sector and DES during 2018 and a number of staff have now joined the Operations team. The next phase of recruitment involves an EOI campaign to the wider Civil and Public Service which is ongoing.



#### 2019 Key Focus Areas (Q1 & Q2)

- **ETBI Townhall Event:** the 2<sup>nd</sup> Payroll and Finance Shared Services Townhall event will take place on the [1st of February 2019](#) in ETBI Naas.
- **ETB Engagement:** Ongoing engagement will continue with ETBs in wave 1 and site visits to the next two ETBs; Laois | Offaly & Louth | Meath, will be scheduled in [January 2019](#).
- **ETB Training:** The ESBS training team will deliver training to all ETBs in advance of go live with this training commencing in February 2019 for the Nominated Trainers from DDLETB and CMETB.
- **User Acceptance Testing** in advance of wave 1 go live will consist of two phases; Phase 1 begins on the [7<sup>th</sup> January 2019](#) and runs for 6 weeks with phase 2 commencing in [March 2019](#).
- **Parallel Running:** planned for [April & May 2019](#) for ETBs in wave 1.
- **Go-Live:** [May 2019](#) for DDLETB and CMETB.





# Updates from ESBS Finance for ETBs Project



## Request for Tender (RFT) for a Financial Management System for ETBs has now been published on 21 December 2018

- Following Peer Review Group recommendation at end November 2018, **formal approval from Digital Government Oversight Unit of OGCI0 was received in December 2018.**
- The RFT was published on **21 December 2018**. The Project team worked with OGP and CSSO on final proof reading of RFT documentation which was completed to allow for publication. Following this publication, the *expected* RFT timetable is:

### Stage 1 – Pre-Qualification Questionnaire (PQQ) :

- *Candidates information session (mid Jan. 2019)*
- *PQQ clarifications closing date (end Jan. 2019)*
- *PQQ closing date (early Feb. 2019)*
- *PQQ evaluation to shortlist 3 to 5 bidders for Stage 2 (mid to late Feb. 2019)*

### Stage 2 – RFT:

- *Tenders due from March 2019 (date to be set after Stage 1)*
- *Tender evaluation to select preferred bidder*



## Communications Update

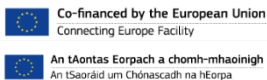
- Project Design Authority meeting held on 21 November 2018
- Project Steering Group meeting held on 6 December 2018
- Report on EU co-financed e-Invoicing project which closed on 31 October 2018 to be submitted by year end



***Thanks to all ETB staff that were involved in the project or interacted with the project team to date. Have a happy Christmas and we look forward to further communications with you in the New Year!***

### EU Co-Finance

E-Invoicing EU co-financed project:



### Contact Details

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

