

# ESBS

## ETB Payroll & Finance Projects

JANUARY / FEBRUARY 2019



### ESBS ETB Payroll & Finance Townhall Event

The ESBS held their second Townhall Event in the ETBI Office Naas on the 1<sup>st</sup> of February 2019.

There were over 70 attendees. All ETBs were represented in addition to sectoral Union representatives. The overall objectives of the ESBS Townhall were:

- To give ETB Personnel who may not have been involved in the SME Working Groups, or on our Process Design Authority or Steering Group an opportunity to get a detailed update on the ESBS ETB Payroll and Finance Projects.
- For the ETB Payroll Project to provide an open forum for attendees to ask the Team any questions and to give people a more detailed update on specific aspects of the ETB Payroll Project.
- The slide-deck from the Townhall Event is available on the [ETBI Website](#).
- Our FAQs have been updated to include queries raised on the day and will be published in the coming days.

ESBS ETB PAYROLL & FINANCE  
TOWNHALL EVENT



? *Want to learn more? Please note our FAQ Guide will be available on the ETBI Website*

## Payroll Project Updates



### Change & Communications

- The Payroll Project Steering Group have recommended the establishment in each ETB of a Shared Services Coordination Committee. ETB Chief Executives have been contacted with a view to accelerating the formation of these committees within each ETB which should encompass both Payroll and Finance Shared Services Projects.
- Core demo video will be developed and shared with ETBs for the purpose of providing an overview of the Core System. *(Not intended as a training tool)*
- Communications templates have been created for assisting ETBs with their staff communications in relation to Pay Alignment, Travel & Subsistence and Deductions. These templates are available on our ESBS SharePoint site
- Bite-size process training videos developed to complement the process flow maps. These videos are available on our SharePoint site
- The Nominated ETB Transition Lead (TL) within each ETB is one of our key liaison persons. The TL distributes key communications received from the ESBS, they raise any issues / concerns and are a vital asset to ESBS in relation to communications and assist with key project activities such as the scheduling of User Acceptance Testing (UAT).



## Payroll Project Updates Continued



### Training & Transition Approach

- The ESBS will deliver a Train the Trainer approach across the ETBs to the ETB Nominated Trainers in a classroom based environment.
- This training will cover the following modules: HR, Time, Insight, Pensions, Employee Self Service / Manager Self Service.
- The ETB Payroll project team will develop the main CoreHR training collateral, e.g. user guides / training manuals
- ESBS has contacted Wave 2 ETBs to offer access to Core University e-learning facility which provides a catalogue of courses delivered via bitesize videos (from 3min to 20min duration), narrating step by step instructions on all CoreHR Modules such as CorePersonnel, CoreTime, Core Pensions, CorePortal.
- The ETB Nominated Trainers following the training received by ESBS will deliver training within their own ETBs. Their responsibilities will include:
  - Creating local training plans i.e. scheduling and logistics, e.g. all training materials onsite/ training environment tested etc. with the assistance of the ESBS communications & change team and manage training feedback locally,
  - The ETB Nominated trainers should participate in UAT testing,
  - Supporting training requirements in the ETBs post go-live, e.g. refresher training.



### User Acceptance Testing (UAT)

- A UAT Strategy has been developed.
- UAT exit criteria has been developed and the project will not move to the next stage of development until the agreed exit criteria have been met.

#### UAT Prototype Testing:

- This involves system configuration, functional & modular testing.
- Other testing included DCS, General Ledger, CSO and Reporting.
- End to End testing scheduled to commence shortly.
- Datapac have developed a utility to extract and transform the information that will be required from Manser systems during Data Migration. Once the utility transforms the data it will then be possible for the ESBS team to upload the data to the Core system. This should significantly assist Manser ETBs as they come to migrate their payrolls to the ESBS.



## Payroll Project Updates Continued



### Common Code Why?

Each ETB will need to look at the ESBS list of common codes and decide what you need to meet your business requirements,

- What codes in your ETB are obsolete,
- What codes you do not require
- And most importantly - the codes you do require and what they map to in the ESBS

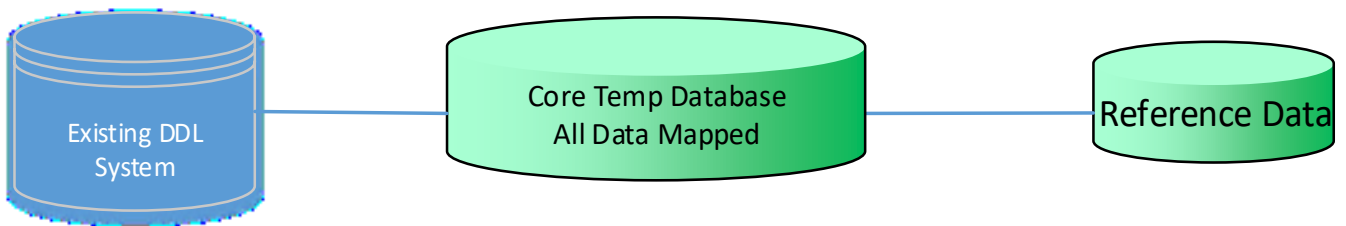
ESBS will assist each ETB with planning this exercise.



### Data Migration Core to Core:

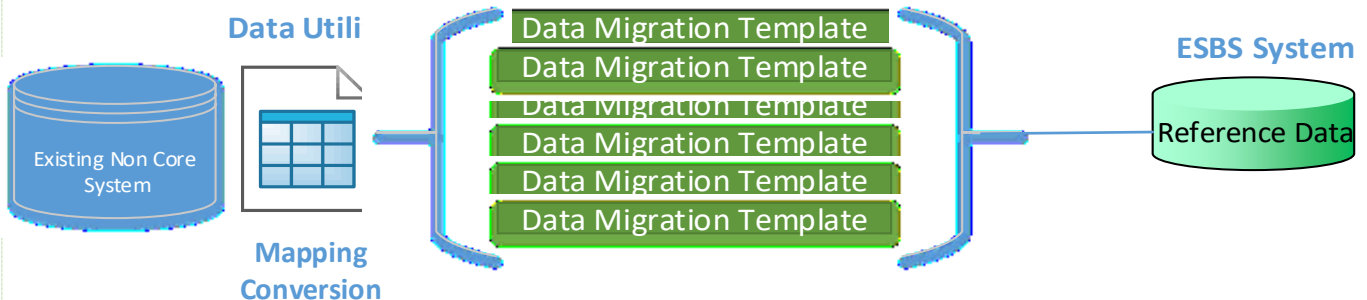
#### Core to Core System Database to Database Migration

#### ESBS System



### Data Migration Non Core to Core:

#### Non Core to Core System Migration By Data Template





## Payroll Project Updates Continued



### Data Migration Challenges, issues, Lessons

#### Challenges and issues for both Core and Non Core ETBs:

- Data migration and Data mapping is a very significant task and there are large amounts of information required for each staff member to be transferred from existing systems to populate the new ESBS system via the ESBS Common Code
- Subject matter experts are required from HR, Pensions, Time, Expenses (T&S) and Payroll to work on the mapping of existing data to the ESBS Common Code and to confirm the accuracy of the information in the common code

#### Challenges and issues specific to Non Core ETBs

- Familiarisation with the Core Product
- Learning the language of Core
- Pension schemes labelling is different
- Different Structure and Hierarchy
- The ESBS Team will be working with each ETB to assist and guide them as much as possible through this process.





# Updates from ESBS Finance for ETBs Project



## Request for Tender (RFT) for a Financial Management System (FMS) for ETBs update

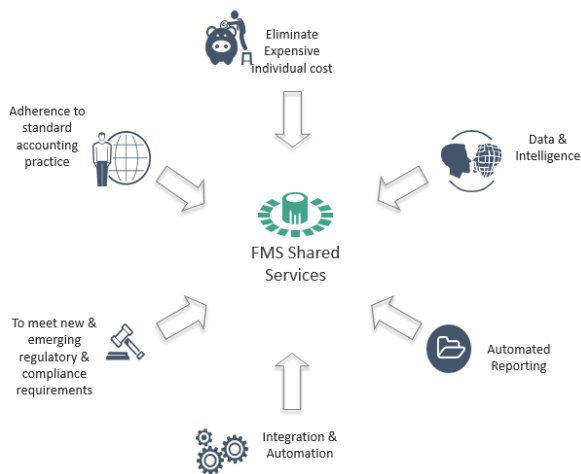
- Candidates information session held on 23<sup>rd</sup> January, with a good attendance from FMS systems providers
- PQQ closing date – 11<sup>th</sup> February 2019
- Next relevant dates -
  - Stage 1 – Pre-Qualification Questionnaire (PQQ)
    - PQQ evaluation to shortlist 3 to 5 bidders for Stage 2 (late Feb. 2019)
  - Stage 2 - RFT
    - Tenders due from March 2019 (date to be set after Stage 1)
    - Tender evaluation to select preferred bidder



## How will this common Chart of Accounts benefit us?



### Efficiency, Visibility & Quality



## ETB Payroll & Finance Townhall – Finance Breakout Session

- Held in ETBI on the 1<sup>ST</sup> of February 2019.
- Items Covered included:
  - The benefits of a common Chart of Accounts
  - Nominations requested for Focus Group for Chart of Accounts
  - Banking – request for updates on ETB bank accounts
- Revenue
  - Representatives from Revenue addressed the meeting
  - covered issues raised by a number of ETBs on VAT, PAYE Modernisation and contracts for service v. contracts of employment
  - Further meetings between Revenue and representatives from ETBs will be arranged over the coming months.

## Contact Details



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

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