

# ESBS

## ETB Payroll & Finance Projects

JULY 2019

### Welcome to the July edition of the ESBS Newsletter

➤ The newsletter is designed to keep you informed about the ETB Payroll and Finance projects being progressed by ESBS in conjunction with ETBs.

We have had a very busy first six months of the year on the payroll project with the completion of prototype testing, user acceptance testing, parallel runs and go live for the new ESBS shared payroll service with Dublin Dun Laoghaire ETB. As well as getting the system up and running, there has been valuable learning for the remaining Core to Core migrations.

The remainder of the year we will be focused on getting the first two Manser payrolls moved over to the new payroll system working closely with colleagues in Cavan Monaghan and Laois Offaly. It's a steep learning curve for everyone involved but we are working to refine all the processes that have been developed so that we can make the whole migration process as smooth as possible for other ETBs. We very much appreciate colleagues in Cavan Monaghan and Laois Offaly working with us to do this for the sector.

Detailed planning for 2020 and 2021 is also underway; applying the lessons we have learnt so far this year. Early engagement with ETBs is key and we are now starting that engagement with ETBs on various elements of the work.

On the Finance project work continues on procurement of a new system and related preparations. We continue to engage with the sector on the operation of e-Invoicing and we welcome any further feedback on this system.

We hope you will find the newsletter informative and, as always, we welcome your feedback. Please send any comments or queries to the following email address: [esbsetbpayroll@esbs.gov.ie](mailto:esbsetbpayroll@esbs.gov.ie)



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

#### Frequently Asked Questions (FAQs):

Both the Payee Edition and the Manager Editions of the ESBS-ETB Payroll Project FAQs have been updated and are available on the ETBI website.

## Dublin Dun Laoghaire ETB Go-Live Information & update

ESBS-ETB Payroll Shared Services has been live with DDLETB since June with 6 payruns completed successfully thus far (as at 26 July 2019). This followed the re-scheduling of Waves 1 and 2 of the Payroll project due to issues encountered earlier in 2019.

An Exit Report in respect of Parallel Running / Go-Live for DDLETB was prepared and this report outlined that all of the critical exit criteria for ESBS ETB Payroll Go-Live were achieved. The exit report recommended that ESBS and DDL go live on CoreHR v26 with the first pay-group payment issuing from the new system on Wednesday 19 June 2019. This report was signed off by DDLETB, the ESBS-ETB Payroll Project Manager and the ESBS Head of Payroll. A Go-Live decision was then confirmed by the Project SRO (Deirdre McDonnell, Assistant Secretary, Department of Education and Skills) in conjunction with Paddy Lavelle (Chief Executive DDLETB). The Chair and members of the Steering Group for the project were kept informed of progress and the decision to go live.

A detailed Service Management Agreement (SMA) has been agreed with the ETB sector in advance of Go-Live and key performance indicators are included in the SMA. An ESBS Helpdesk has been set up to investigate and resolve certain payroll queries. HR queries that come through the Helpdesk will be referred back to ETBs. Details of the ESBS Helpdesk are contained in the FAQs and in the SMA. The operation of the Helpdesk will be reviewed on an ongoing basis and feedback is welcome.

DDLETB will migrate their Expense Module (T&S) to ESBS in Q4 2019 following the provision of Training in September 2019.

The Project Team are now working with CMETB and LOETB with a view to migrating their Payrolls to ESBS during Q4 2019.

## Change & Communications Update

Planning is underway to provide ETBs with a demo environment to enable ETBs to familiarise themselves with the CoreHR system in advance of receiving their formal training. This is currently scheduled to be available for Q3 2019. Detailed information will issue to the ETB Transition Leads in relation to access and instructions to this environment.

The Business Readiness Checklist (BRC) has been updated with additional activities and communicated to ETBs via engagement calls.

The following documents have issued to ETBs:

- “ESBS – Payroll Amendment Cut-off Policy” - The purpose of this document is to communicate to all stakeholders the dates and times that all amendments must be issued to Education Shared Business Services (ESBS).
- “The Hive – ESBS ETB Payroll File Transmission Solution” - The purpose of this document is to communicate to all stakeholders the scope, approach and design of ‘The Hive’ – Education Shared Business Services (ESBS) ETB Payroll File Transmission Solution.
- “How ETBs issue instructions to ESBS” - This document details how HR Units within ETBs will issue instruction to ESBS-ETB Payroll Shared Services (ESBS) that cannot be entered directly into the CoreHR system.



## Revised Wave Migration Strategy



As we outlined in our May Newsletter, the Team undertook to Analyse; Review and Revise where necessary the Wave Migration Strategy with a view to determining the timing and optimum sequencing of subsequent waves.

We have now substantially developed our 2020/2021 Planning and have revised our Wave Migration Strategy for all 16 ETBs (Please see link [here](#) to the Payroll Wave Milestone Plan ).

Key points to note include:

- All 16 ETB payrolls migrate across to ESBS by end 2021.
- Early engagement with ETBs using Manser and bespoke payrolls will be necessary to progress data gathering, cleansing, mapping and validation which will underpin the successful loading of data to CoreHR and enable us to progress efficiently through user acceptance testing, parallel and go live for each ETB.
- It is proposed that an upgrade of the ESBS CoreHR system to a more recent release of CoreHR will be scheduled for after all of the Manser, Longford Westmeath and City of Dublin ETBs have migrated to ESBS i.e. Q1 2021.

This Wave Migration Strategy has been validated by both CoreHR and DCS who have confirmed that they are in a position to deliver on their aspects of the plan within the requisite timescales. The plan was then brought to the Project Steering Group on 17 July 2019 who have signed off on the Plan in principle subject to the necessary detailed discussions taking place with each ETB to confirm their positions in the sequence.

It is important to note that there are key dependencies, risks and assumptions associated with this revised Wave Migration Strategy which could impact on the proposed project timelines. Some of the key ones are highlighted as follows:

- Availability of resources from ETBs to deliver on project timelines;
- Early engagement with ETB's on data preparation & readiness activities;
- Ongoing support from External Agencies (CoreHR; EY; DATAPAC; DCS);
- Additional recruitment of Subject Matter Resources (SMRs) to key project team roles;
- Development of bespoke migration method for LWETB and CDETb.

Now that we have updated our 2020/21 work plans we will be working with all ETBs, and organising briefing sessions with each ETB, in the coming months to give ETBs the required certainty around what tasks are necessary for them to undertake, when these tasks need to be done and outlining to ETBs the timing of their individual payroll migration to ESBS.

Additional recruitment has now also commenced to further bolster both the Project and Operations teams with a view to ensuring that we have adequate resources in place to meet agreed payroll schedules and to ensure that the wave migration strategy can be fully implemented. We will be engaging with each ETB on their resource requirements so that they can fully engage with the project and keep the show on the road in the run up to the switch over to the new system.





## Updates from ESBS ETB Payroll Project Continued

### Progress update in respect of Cavan-Monaghan (CMETB)

- CMETB Prototype Testing has been completed.
- A Prototype Exit Report has been prepared. CMETB user acceptance testing commenced on 08 July and is on track to be finalised by 16 August.
- CMETB staff have been on-site in ESBS to assist with testing and DCS testing has been conducted on-site in CMETB. Training was provided by the ESBS Team on-site in CMETB during the week commencing 24 June 2019. Parallel Running has also been scheduled and an Exit Report in respect of Parallel Running / Go-Live for CMETB will then be prepared.
- Subject to all exit criteria being met, and to the decision of the SRO in conjunction with the CE of CMETB, Go-Live for all 3 CMETB Paygroups (2 x F/N and 1xMonthly P/T) is scheduled for Friday 18 October 2019.

### Progress update in respect of Laois-Offaly (LOETB):

- The ESBS Team have been assisting LOETB in preparation for the commencement of UAT for LOETB which is scheduled to run from 12 August 2019 to 20 September 2019.
- Training was provided by the ESBS Team on-site in LOETB during the week commencing 22 July 2019. Parallel Running has also been scheduled and an Exit Report in respect of Parallel Running / Go-Live for LOETB will then be prepared.
- Subject to all exit criteria being met, and to the decision of the SRO in conjunction with the CE of LOETB, Go-Live for all 3 LOETB Paygroups (3 x F/N) is scheduled for Friday 15 November 2019.

### Data Migration Workshops for Non-Core ETBs

Data Migration workshops have commenced with Laois | Offaly ETB and Louth | Meath ETB with other Non-Core ETBs scheduled to take place in the coming months.

These workshops will be led by Valerie Lucey who has joined the ESBS from Cork ETB, Valerie will be supported by the ESBS Payroll Project Team.

#### Purpose of these workshops

- To create a clear understanding of what is involved in ETB to ESBS Mapping
- To deliver relevant information to ensure successful ETB to ESBS Migration by covering topics such as;

- Allowances
- Deductions
- Salary Scales
- Hierarchy Mapping
- LSI Matrix
- Cornmarket Scheme
- S&S Opt Out Scheme
- Personal Rates





## Updates from ESBS ETB Payroll Project Continued

### Pension Workshop

A Pension Workshop was held in the ESBS office Blanchardstown on June 25 and 27 and 02 July with attendees from Non-Core ETBs and ESBS staff. The pension workshop was ran in order to provide information to attendees on the future mapping of pension schemes from non-Core user ETBs to Core. It was also a general information session in relation to pensions as a whole.

Recommendations for readiness for testing in the future were provided including:

- Identifying new starter/members of SPS;
- Ensuring these employees are entered into the correct scheme;
- If required to do an estimate for pension remuneration for Class D employees, ensure these employees are up to date in the correct schemes;
- Assign staff to the relevant pension schemes and identify cases which could be used as test cases in the future.

The Team also provided a number of handouts detailing the various aspects of Retirement – ages, types, whole-time staff, part time staff, pro-rata, tutors, teachers, differences between officers and employees etc.

Exercises were provided to ensure all attendees in relation to:

- calculating service;
- including previous service;
- calculating unpaid absences averaging;
- calculating a pension award;
- notional service;
- retiring on ill health.



ESBS would like to thank Tina McCarty and Barbara Green from CDETb and Joan Gogan from DDLETb for all their assistance in relation to the development of the Core Pension Module for ESBS and for their assistance in running this pension workshop.

In addition, during July, Barbara, Tina and Joan also attended a meeting with the Pensions Authority along with members of the DES payroll team in Athlone and ESBS team. Susan Deasy and Joan Gogan also attended a Pension Working Group meeting organised by CoreHR in Kilkenny.

## Updates from ESBS Finance for ETBs Project

### New Single Finance System for ETBs

- Stage 2 of the **procurement of a new single Finance system for ETBs** is progressing and ESBS will continue to work with stakeholders during Q2 2019 with a view to signing a contract in Q3 2019.

### Banking Information

- **Banking information** has been received from almost all ETBs. This will now be used when considering the needs of ETBs while evaluating proposed FMS system.

### Chart of Accounts (COA) Focus Group

- A **Chart of Accounts (COA) Focus Group** has been set up to continue preparations for transition to the new FMS system.
- The Group met in May 2019 and work is ongoing. A further meeting is to be arranged before the COA is presented to the Process Design Authority.

### CEF Co Funding eInvoicing Project

- To comply with EU Directive 2014/55/EU on eInvoicing, the ESBS introduced eInvoicing to the ETB Sector.
- The deadline for compliance was 18<sup>th</sup> April 2019. The project was Co-funded by the EU and Department of Education and Skills along with four other members of the consortium.
- Although there are some outstanding issues and concerns which are being dealt with, the project was successfully completed and full funds from the EU have now been received. ESBS continues to provide support for eInvoicing in the sector and welcomes any further feedback from ETBs on how it is working.

## Level 4 Process Maps

- ESBS Finance are now developing Level 4 'To Be' process maps to help map the Chart of Accounts (COA) into the new Financial Management System (FMS). From the Level 4 'To Be' process maps, a training manual will be developed for ETB and ESBS Operations staff. Outlined below is an example of one of the Level 3 processes for Budgets/Forecasts/Estimates, which will be further developed into 6 separate 'To Be' processes at level 4.

Current Ref L3 (per RFT)	Header Description	Version	Module	Process Hierarchy Ref L4		Header Description	Version	
1	2.5.1	Process - Budgets/Forecast/Estimates	v1.11	R2R	1	2.1.1.1	Open Budget	V0.5
					2	2.1.1.2	Amend Budget (covered mainly under 2.1.1.4)	
					3	2.1.1.3	Close Budget	
					4	2.1.1.4	Budget Reporting (Monthly)	
					5	2.1.1.4	Budget Reporting (Quarterly)	
					6	2.1.1.5	Ad-Hoc Budget Amendments	

## Contact Details



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



01 889 2306

[etbfinance@esbs.gov.ie](mailto:etbfinance@esbs.gov.ie)



[esbsetbpayroll@esbs.gov.ie](mailto:esbsetbpayroll@esbs.gov.ie)