

ESBS

ETB Payroll & Finance Projects

May 2019



Updates from ESBS ETB Payroll Project

Revision of Go Live Plan

The ETB Payroll Project has experienced some challenges with data migration and testing in the first few months of 2019 and this has meant that we have had to reschedule wave 1 and wave 2 for the ETB Payroll Project. It is disappointing for everyone involved but we are learning important lessons that will benefit future waves of the project.

The ESBS team would like to thank colleagues in the ETB sector for their ongoing support and in particular the enormous effort put in by colleagues in Dublin Dun Laoghaire ETB and Cavan Monaghan ETB.

The revised Go-Live Plan has been signed off by the Project Steering Group in March 2019. The Key Changes are as follows:

1. To progress with DDLETB as the only ETB for Wave 1 Go-Live with the Go-Live pushed back from May until June 2019
2. There have been issues regarding Data migration / Data validation from the MANSER system into the CoreHR system which ultimately led to the decision to separate the Wave pair of DDLETB and CMETB
3. To create a new all Manser pairing of Cavan | Monaghan and Laois | Offaly as the first pairing for Wave 2, and move Louth | Meath to a subsequent pairing
4. Commence work with LOETB and progress to the same point as CMETB in advance of commencement of User Acceptance Testing (priority focus on data mapping and pensions)
5. Plan for Go-live for both CMETB and LOETB in Q4 2019.
6. Analyse; Review and Revise where necessary the Wave Migration Strategy with a view to determining the timing and optimum sequencing of subsequent waves. A revised Wave Migration Strategy will then be presented to the Project Steering Group for review and ultimate sign-off. Once the Steering Group has signed off on a revised Wave Migration Strategy this will then be immediately notified to all ETBs

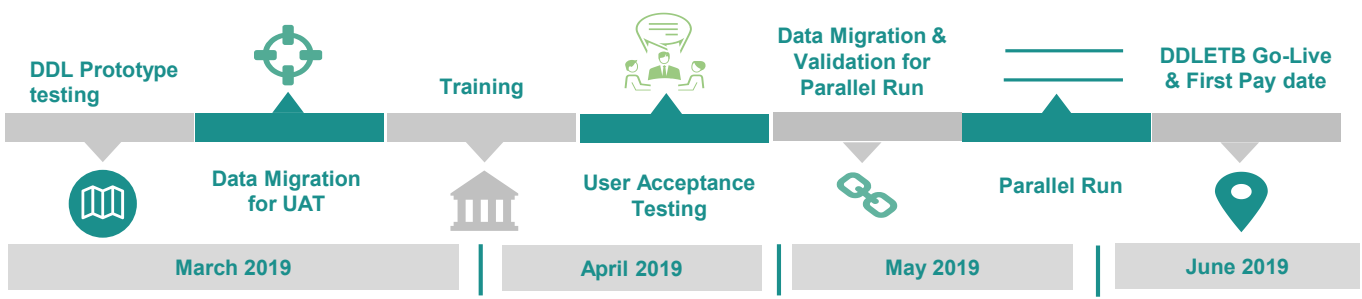
ESBS are aware that ETBs require certainty around what tasks are necessary for them to undertake, when these tasks need to be done and that ETBs need to know the timing of individual Go-Lives. We are updating plans for 2020 and will talk to colleagues in the sector to inform decisions around timings etc. We will work with ETBs to organise briefing sessions in the coming months.



Updates from ESBS ETB Payroll Project Continued

DDLETB Progress and Next Steps

- DDLETB commenced a second round of User Acceptance Testing (UAT) in April and a UAT Report is being finalised.
- A parallel running, Go-Live Strategy and detailed plan for DDLETB is being finalised in consultation with DDL ETB, CoreHR and DCS. These documents set out the detailed approach to parallel runs and the decision to Go-Live.
- Point of validation for Data Migration is confirmed for 14th May 2019.
- Parallel Running scheduled to commence on 22nd May 2019.
- First pay out from ESBS for DDLETB planned for Wednesday 19th June (part time monthly payees) provided a successful Go Decision is taken.
- Assuming that all proceeds successfully then all subsequent payments for DDLETB staff will issue from ESBS.



Cavan | Monaghan ETB and Laois | Offaly ETB Update

- Engagement with Laois | Offaly has commenced
- CMETB and LOETB have both aligned all their pay-dates to the ESBS pay-dates
- ESBS are working on resolving the Manser Data Migration / Validation issues with excellent support from the staff in CMETB and from Datapac
- Detailed Plans for both CMETB and LOETB are being drafted to incorporate all project elements leading up to Go-Live for both ETBs.





Updates from ESBS ETB Payroll Project Continued

ESBS delivers training to DDL ETB's Nominated Trainers

- ESBS teamed up with CoreHR to deliver training to Dublin | Dún Laoghaire (DDL) ETB's Nominated Trainers in advance of the migration of DDL's Payroll to ESBS.
- The ESBS Change and Communications Training Team developed the training materials which included training manuals and training exercises which were used throughout the training sessions.
- Over a six day training schedule the ESBS and CoreHR Trainers covered the following modules: HR, Time, Pensions, Employee Self Service (ESS), Manager Self Service (MSS), Travel & Subsistence.
- The training was well received by Dublin | Dún Laoghaire ETB. At the end of each training session the training team gathered written feedback on the training materials.
- The team analysed the feedback provided by the attendees and the training manuals and training exercises have been further updated to enhance the training materials for training delivery to future ETB Nominated Trainers.



Image 1. DDL Training



What's Next for ETB Nominated Trainers in DDLETB



- ETB Nominated Trainers to create local training plans and deliver training to staff within their own ETB.
- A Business Readiness Checklist has been developed. In collaboration with ETBs the Readiness Checklist will be used to track progress in terms of the activities that an ETB needs to achieve in preparation of their migration to ESBS for their Payroll and T&S activities.



Want to learn more? Please note our FAQ Guide is available on the [ETBI Website](https://www.etbi.ie/), <https://www.etbi.ie/>



Updates from ESBS ETB Payroll Project Continued

Shared Services Coordination Committee for Payroll & Finance

We would encourage, as advised by ETB Payroll Steering Group, that a Shared Services Coordination Committee be established in each ETB as soon as possible.

- ❖ The Transition Lead (TL) within each ETB will act as a liaison of information flow; feeding information to and from the Committee which will enable any issues and concerns to be raised and addressed. Both the Committee & TL will play a vital role in relation to communications and assisting with key project activities.



ETB Actions

Steps and actions all ETB's can take in advance of migration to the ESBS for Payroll and Travel & Subsistence (T&S):

- 1 Form a Shared Services Coordination Committee for both Payroll and Finance projects**
- 2 Request Access to Core University; contact esbsetbpayroll@esbs.gov.ie to request access to Core University for yourself or for members of your team**

Although it is not a requirement for ETBs to access Core University it would be beneficial for ETBs to encourage their relevant staff members to gain familiarisation with the CoreHR system and modules such as CorePersonnel, CoreTime, Core Pensions, CorePortal, Timesheets, Leave Requests ahead of migrating to ESBS ETB Payroll.

- 3 Align Pay dates to ESBS pay dates
If you require further information please contact esbsetbpayroll@esbs.gov.ie**

Updates from ESBS Finance for ETBs Project

New Single Finance System for ETBs

- ✓ Stage 1 of the procurement of a new single Finance system for ETBs was completed in early April
- ⊕ Stage 2 of the procurement commenced in late April and ESBS are working with stakeholders to progress during Q2 2019
- 📄 ESBS are working towards signing a contract in Q3 2019



Transition Preparation

To prepare for the Transition, and following the presentation and workshop at the Town Hall Event in the Education and Training Boards Ireland (ETBI) last February, ESBS Finance are working on the following items:

- Draft of a new Chart of Accounts (COA) (which has been shared with a focus group)
- A Banking survey and Level 4 Process mapping

Ongoing Interim Support

eInvoicing EU Directive

- ❖ On 18 April 2019 eInvoicing EU directive becomes mandatory for central government bodies, with ETBs already compliant due to the interim shared service
- ❖ In 2020 eInvoicing EU directive becomes mandatory for other public bodies

ETB Site Visits

- ❖ The ESBS finance team members visited a number of ETBs in the last few weeks and feedback received is being reviewed.

Planning

A **planning review** has commenced which includes the following review items:

- Transition
- Stakeholder engagement
- Milestone Plan
- Risk
- Budget
- Governance

Learner Payments Review

- ❖ Work is underway on reviewing the best way forward for learner payments. Detailed engagement regarding delivering on Revenue requirements on apprenticeship allowances and on the future tax status of other allowance payments is ongoing.
- ❖ The Department will update colleagues in SOLAS and ETBs once further analysis has been completed.

Contact Details



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



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