



HR Guidebook

Phase One of Mass Instruction Requests:
Hire, Internal Transfer, Manager Change,
and Position change.



Oifig Náisiúnta
um Sheirbhísí
Comhroinnte

National
Shared Services
Office

NSSO Logo

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1. General Overview of a Mass Instruction Request (MIR)

1.1. What is an MIR?

An MIR is an eForm addition to the Case Management System (CMS) which will allow for a more streamlined approach to the processing of instructions received from HR Departments. This new system for the provision of instructions to the National Shared Services Office (NSSO), will allow for same day updates to the Human Resource Management System (HRMS) as this information will be programmatically updated onto this system.

The MIRs have been designed to provide data fields taken directly from HRMS. Where possible, the available data has been restricted to only present options which are relevant to your Department, such as Department IDs and Location Codes.

There are four types of MIRs available to each Department at launch: [Mass New Hire](#), [Mass Internal Transfer](#), [Mass Position Change - Manager Change Only](#), and [Mass Position Change \(not manager change\)](#).

MIRs can be saved and recommenced at any point before they are submitted to the NSSO. Additionally, the officer that an MIR is assigned to can be changed at any point and multiple officers can contribute to the same one, although this cannot be done simultaneously.

This guide includes step by step instructions on how to use each of the MIR types that are currently available, guidelines on best practice, and an outline of common errors and validations.

1.2. Setting Up the CMS

As the MIRs are accessed through the CMS, some additional setup is required to get the most out of the new system and to more easily track the MIRs.

1.2.1. Your CMS Homepage

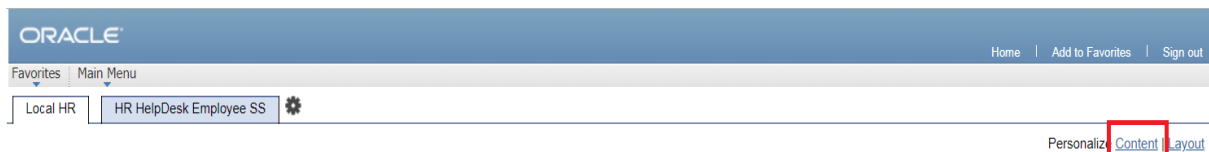
A new option has been added on your CMS home page “Local HR - Mass Instructions”. This link will open the list of all MIRs for your Department and is also where new MIRs can be created.



1.2.2. Pagelets

Four additional CMS pagelets are also available under the “Personalize > Content” option in the upper right corner of your home page.

These pagelets can be set up by each HR officer to ensure that they have the required visibility of different MIR statuses. These pagelets can be rearranged on your homepage by dragging and dropping them to wherever best suits you. They will help you effectively track and manage each MIR.



Personalize Home Page

[New Window](#)

Personalize Content:

Tab Name Local HR

Welcome Message

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

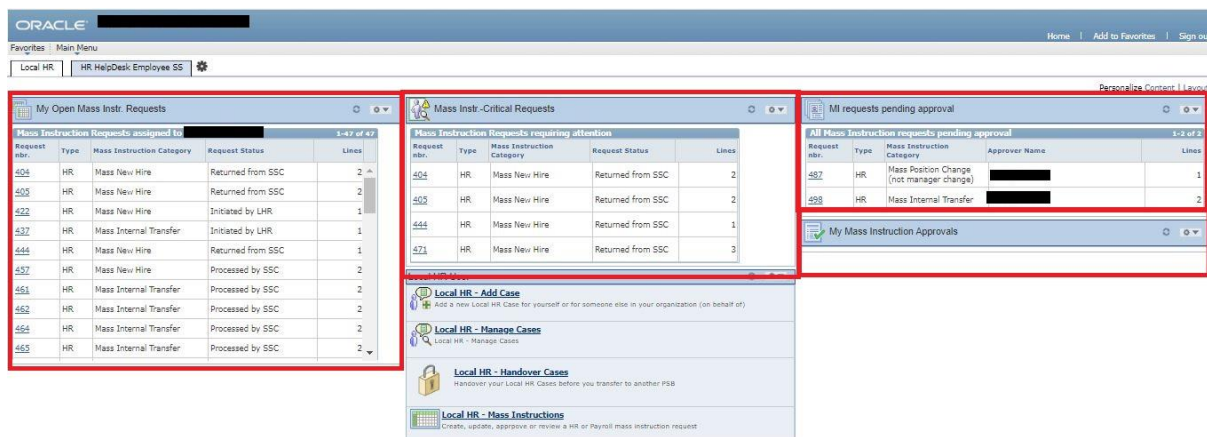
Arrange Pagelets: Go to [Personalize Layout](#)

Support

☒ Local HR User

ICS - LHR Pagelets

- ☒ [My Open Mass Instr. Requests](#)
- ☒ [My Mass Instruction Approvals](#)
- ☒ [MI requests pending approval](#)
- ☒ [Mass Instr.-Critical Requests](#)



My Open Mass Instr. Requests

Request ID	Type	Mass Instruction Category	Request Status	Lines
404	HR	Mass New Hire	Returned from SSC	2
405	HR	Mass New Hire	Returned from SSC	2
422	HR	Mass New Hire	Initiated by LHR	1
437	HR	Mass Internal Transfer	Initiated by LHR	1
444	HR	Mass New Hire	Returned from SSC	1
457	HR	Mass New Hire	Processed by SSC	2
461	HR	Mass Internal Transfer	Processed by SSC	2
462	HR	Mass Internal Transfer	Processed by SSC	2
464	HR	Mass Internal Transfer	Processed by SSC	2
465	HR	Mass Internal Transfer	Processed by SSC	2

Mass Instr.-Critical Requests

Request ID	Type	Mass Instruction Category	Request Status	Lines
404	HR	Mass New Hire	Returned from SSC	2
405	HR	Mass New Hire	Returned from SSC	2
444	HR	Mass New Hire	Returned from SSC	1
471	HR	Mass New Hire	Returned from SSC	3

MI requests pending approval

Request ID	Type	Mass Instruction Category	Approver Name	Lines
487	HR	Mass Position Change (not manager change)		1
498	HR	Mass Internal Transfer		2

My Mass Instruction Approvals

Local HR - Add Case
Add a new Local HR Case for yourself or for someone else in your organization (on behalf of)

Local HR - Manage Cases
Local HR - Manage Cases

Local HR - Handover Cases
Handover your Local HR Cases before you transfer to another PSB

Local HR - Mass Instructions
Create, update, approve or review a HR or Payroll mass instruction request

Best practice is to have all four new pagelets enabled, giving you visibility of MIRs at the following statuses from your CMS homepage:

- MIRs which are assigned to you for processing. Multiple statuses are included in this pagelet.
- MIRs which are assigned to you for approval (if applicable).
- MIRs within your Department which are awaiting approval (if applicable). This pagelet also includes the assigned approver for each MIR.
- MIRs which have been “Returned from SSC”. These are Critical Requests which require HR intervention to correct errors encountered while processing.

1.3. Managing MIRs

The full list of all MIRs for your Department, can be accessed through the “Local HR - Mass Instruction” link in the “Local HR User” pagelet. The list of all MIRs can be filtered using the three drop-down options in the “Filter Criteria” box at the top of the page:

- Mass Instruction Category,
- Request Status, and
- LHR Assigned To.

In this initial launch of four MIR categories, all MIRs will fall under the “HR” MIR type so this filter option will be selected by default.

Rows can be further sorted by clicking the heading of a column to sort rows in ascending or descending order, based on that heading. Closed and cancelled instructions are hidden by default and can be viewed by unchecking the “Exclude closed requests” box in the upper right corner.

List of existing Mass Instruction requests for PSB [REDACTED]

Filter Criteria								
Mass Instruction Type	Request Status	<input checked="" type="checkbox"/> Exclude closed requests						
Mass Instruction Category	LHR Assigned To							
LIST of all existing Mass Instruction Requests for your PSB								
Request Number	Datetime Created	Created By	Assigned To	Mass Instr. Type	Mass Instruction Category	Request Status	Lines	
322	23/12/2019 15:04	[REDACTED]	[REDACTED]	HR	Mass Internal Transfer	Initiated by LHR	2	Edit
320	23/12/2019 11:53	[REDACTED]	[REDACTED]	HR	Mass Internal Transfer	Submitted for processing	1	View
318	23/12/2019 11:20	[REDACTED]	[REDACTED]	HR	Mass Internal Transfer	Submitted for processing	1	View
315	20/12/2019 09:20	[REDACTED]	[REDACTED]	HR	Mass New Hire	Submitted to SSC	1	View
308	13/12/2019 10:41	[REDACTED]	[REDACTED]	HR	Mass Position Change - Manager change only	Returned to LHR w/errors	4	Edit

1.3.1. Creating an MIR

Click the “Create New Request” button, located at the bottom of the full list of MIRs. The MIR will be assigned a unique Request Number after it has been saved, provided the following three pieces of information have been provided:

1. Mass Instruction Category,
2. Officer’s PPSN in each row, **and**
3. Effective date for each row.

The combination of your Department’s Business Unit Code and the MIR’s Request Number will make up the unique identifier of each MIR, for example, MIR 207 for the NSSO would be 491-207.

221	22/11/2019 09:52			HR	Mass Position Change - Manager change only	Initiated by LHR	6	Edit
207	15/11/2019 16:11			HR	Mass Internal Transfer	Initiated by LHR	1	Edit
Create new request								

1.3.2. Validations

There are a number of validations built into each MIR Category to ensure that all data required to complete the transaction is included and conforms to expected formats, for example, PPSN and IBAN. These are described in detail in the [Step-by-Step Guides](#) and the associated error messages are included in the [Error Index](#). If you cannot submit an MIR, please check the [Error Index](#) and the lists of requests which still require a manual process ([Hire](#), [Manager Change](#), [Position Change](#), [Internal Transfer](#)) in this guidebook to establish whether your request requires a manual case.

If the issue continues, please contact the Organisation Structure Management (OSM) Team at orgstructure@nssso.gov.ie or at 01 873 6140 (option seven) and a member of the team will be able to assist in either resolving the issue or advising you to create a manual case.

1.3.3. Audit Tracking

Every MIR has an “Audit and approval details” section which displays the following:

- The name of the HR officer who created the MIR,
- The date and time the MIR was created,
- The name of the officer who last modified the MIR,
- The date and time of the last modification made,
- The name of the HR officer who approved the MIR (if applicable), and
- The date and time the MIR was approved (if applicable).

Additional audit information can be found in the “Event History” popup, which is accessed by clicking on the “Request History” link in the top right corner of the audit section.

Audit and approval details					
Created	10/12/2019 10:24 WET	By	██████████	Approver	██████████
Modified	27/12/2019 15:25 WET	By	██████████	Approved Dtm	27/12/2019 15:25:07

[Request History](#)

The following additional audit information can be viewed in this popup:

- Changes made to the main comments box,
- Changes made to the status of the MIR,
- Changes made to the “Assigned to” and the Approver.

Mass Instruction Request 292 - Event History			
PSB Code	██████████	Request Number	292
Date/Time	Details	View All 1-4 of 4	
27/12/19 15:25:09	Status changed from <Pending LHR Approval> to <Submitted to SSC>.	██████████	
19/12/19 08:33:56	Status changed from <Initiated by LHR> to <Pending LHR Approval>. Comments changed from <empty> to <██████████>. Approver changed from <> to <██████████>.	██████████	
19/12/19 08:32:46	Assigned To changed from <██████████> to <██████████>.	██████████	
10/12/19 10:24:07	Mass Instruction request added.	██████████	

[Return](#)

As the MIR system cannot track changes made to fields other than those outlined above, it is recommended that you assign the MIR to yourself before making changes and note the changes in the large comment box if it is available. Your Department's audit requirements will determine how these changes are tracked.

1.4. Approvals

An approval process has been built into the MIR system to facilitate Departments which require a second officer to sign off on an instruction.

1.4.1. When an Approver is Required

Once the form has been completed, the approver/checker should then be selected in line with your Department's process. The MIR should then be submitted for approval.

Submit for approval

The approver will receive an email notifying them that an MIR has been assigned to them for approval. This email will include the MIR number. The MIR will also appear in the approver's "My Mass Instruction Approvals" pagelet on the CMS homepage.

Once the approver has reviewed the MIR in line with your Department's process, the MIR is approved and submitted to the NSSO.

Approve and Submit

1.4.2. When an Approver is **not** Required

If your Department does not have a formal approval process in place you will only be presented with the Submit to NSSO button. This should only be selected when the instruction is fully complete and is ready to be actioned by the NSSO.

Submit to NSSO

1.5. Processing MIRs

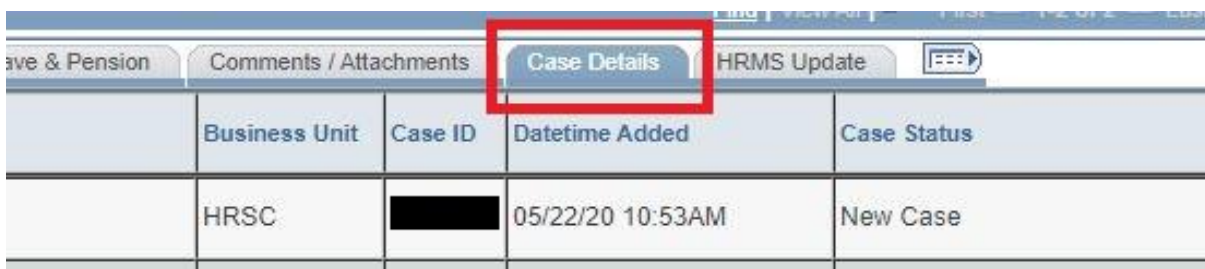
MIRs are scheduled for processing on a continuous basis throughout the day. The status of any MIR can be viewed in the list of all MIRs for your Department, or in the “My Open Mass Instr. Requests” pagelet on your CMS homepage.

As there will be less of a delay between submitting an instruction and HRMS being updated, there is a very small window for easily making amendments. It is recommend to ensure that an MIR is checked in line with your Department’s audit requirements before submission. If you do need to make an amendment, please see the [Making Amendments](#) section of this guidebook.

1.5.1. When an MIR is successfully processed

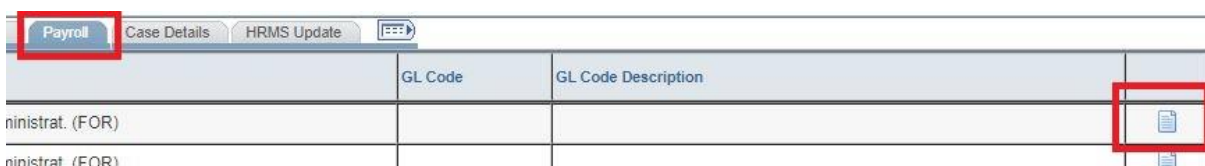
Once all rows of an MIR have been successfully processed and all On Behalf Of (OBO) cases have been created for each officer, the HR officer who processed the MIR will receive an email confirming the same.



The OBO cases can be accessed through the Case Details tab on the MIR.



Business Unit	Case ID	Datetime Added	Case Status
HRSC	[REDACTED]	05/22/20 10:53AM	New Case

The automatically generated electronic Payroll Amendment Form (ePAF) can also be viewed by clicking the View PAF button on the far right of the Payroll tab on the MIR.



GL Code	GL Code Description	
ninstrat. (FOR)		
ninstrat. (FOR)		

The specifics of the HRMS update are detailed on the HRMS Update tab.

<div> Find View All First 1-2 of 2 Last </div>		
System access	Payroll	Leave & Pension
Comments / Attachments	Case Details	HRMS Update
HRMS Processing Status	Steps already processed	HRMS processing message
Successfully Completed	8	Step 1=OK: Position remains unchanged/Step 2=OK: Personal Data/Step 3=OK: Rehire/Step 4=OK: Pension/Step 5=OK: Work Schedule/Step 6=OK: Vacation Plan/Step 7=OK: PRSI/Step 8=OK: Bank Account. Interface type H.

Once the OBO cases have been created, they will be processed in one of the following three ways:

- Sent to the Payroll Services (PS) to update CorePay, or
- Sent to OSM for review where HRMS did not update all rows in Job Data (Internal Transfers, Position Changes, and Manager Changes only), or
- Closed as no further action is required.

Once all OBO cases and any related child cases or tasks relating to a specific MIR have been resolved, the MIR itself will be closed.

1.5.2. When an error has occurred

If one or more rows fail while the MIR is being processed by the NSSO, the Request Status automatically updates to **“Processed w/ Errors”**. This MIR remains with the NSSO to determine whether the issue can be resolved and the MIR rescheduled without changes to the MIR itself.

If the MIR is returned to HR for amendments it will appear in your **Mass Instructions-Critical Requests** pagelet on your CMS homepage.

The notes on the “HRMS Update” tab will indicate where the process failed and what details need to be updated by HR before resubmission to the NSSO. These error messages are generated by the MIR system using the back-end references rather than the field labels and it is not always clear what field is being referenced. Please see the [table of error message fields](#) included in this guidebook for a list of the fields in the MIR and how they appear in error messages. There may also be additional information provided by the NSSO regarding the issue in the large comments box in the top right of the MIR.

Mass Instruction request

Request details

PSB Code	131	REVENUE COMMISSIONERS	*Mass Instruction Type	HR
Request No	9999		*Mass Instruction Category	
Req. Status	Initiated by LHR		LHR Assigned To	
Dttm Added				

Comments>>

Return to List

2. General Tips and Best Practices

Below are some general tips and advice to help you navigate this new system.

2.1. Adding Rows

Using the Add Row button inserts a new blank row directly below the active row. As **rows will reorder based on their creation timestamp** when the MIR is refreshed, new rows should only ever be added from the bottom row.

2.2. Case Sensitivity while Searching

CMS search functionality is set up in such a way that some search options are case sensitive, while others are not. As the MIRs are built into CMS, this also applies to the MIR search options.

To ensure best results, it is advisable to fill out search terms as if each field was case sensitive.

2.3. Rehires and Payroll IDs

If an officer has previous employment in a Department on the same CorePay database, their existing Payroll ID will auto-populate the MIR as a read-only field. This information is taken directly from the officer's CorePay records through the interface between CorePay and CMS. **If the Payroll ID auto-populates, no further action is required.**

If the Payroll ID does not auto-populate it means that the officer has not been active on the CorePay database used by your Department. In these instances, the usual process for providing Payroll IDs in your Department should be followed. That is the Payroll ID should either be provided or the field left blank.

2.4. Changing Workshare Pattern on an Internal Transfer

Due to system restrictions, workshare pattern changes **cannot** currently be processed through an Internal Transfer MIR. There are validations in place to ensure that the workschedule remains the same.

If an officer is changing their workschedule as part of an Internal Transfer, the Internal Transfer MIR should be filled out as if they were not changing workschedule. A workshare pattern change case should then be raised in the officer's name with the Leave Management Team with the following information:

- Effective date in the Case Summary and Case Description (DD/MM/YYYY),
- “Mass Instruction” or “MI” along with the MIR number in the Case Summary and Case Description,
- The workschedule code that the officer is changing to in the Case Description,
- The days an officer is to work as part of their workschedule in the Case Description, please specify AM or PM in the case of any half days, **and**
- Confirmation that this change in workpattern is approved by HR in the Case Description.

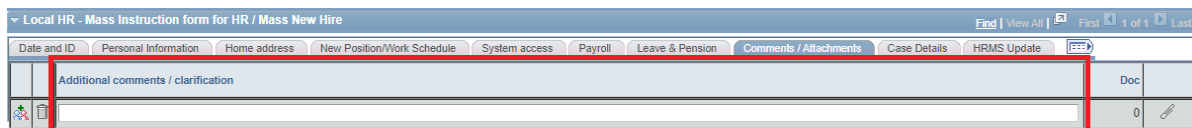
A solution is currently being developed and a notification will be issued to your Department once it is in place.

2.5. Comment Boxes

There are two different comment box areas which have distinct functions within the MIR.

2.5.1. Comments on Mass New Hire MIRs

The [Mass New Hire MIR](#) has a [Comments and Attachments tab](#) where additional information and documents relating to a particular officer can be included. Comments should only be included in this comment box to provide clarification on information provided, such as why a particular Pension Scheme or Annual Leave Allowance was selected.



Local HR - Mass Instruction form for HR / Mass New Hire		Find View All First 1 of 1 Last
Date and ID	Personal Information	Home address
New Position/Work Schedule	System access	Payroll
Leave & Pension	Comments / Attachments	Case Details
HRMS Update	[Save]	
Additional comments / clarification		Doc
		0

These comments and documents will be added to the officer's OBO case for review. Please note that **this facility should not be used to change information that has already been filled in on the MIR**, such as payscale. Additional information is available in the [guide](#) for this tab.

2.5.2. Request Details Comment Box

Every MIR category has a large comment box in the top right corner of the “Request details” section. This section is for **internal HR use only**. Notes or comments which may be required for your own records, such as reminders or providing information to another member of your HR team, can be added here.

These comments should not be used to provide any instruction to the NSSO. Information in this larger text box **will not** be added to the OBO cases of the officers on the MIR, or be examined by the NSSO when an MIR is received. If the MIR cannot completely accommodate the information required, a manual case should be raised with OSM, with the exception of additional personal information for hires as described in the [Comments / Attachments section of the New Hire guide](#).

This comment box locks once the MIR is “Submitted for Approval”. No additional comments can be added by HR once the MIR has reached this status.

Mass Instruction request

Request details

PSB Code	131	REVENUE COMMISSIONERS	*Mass Instruction Type	HR
Request No	9999		*Mass Instruction Category	
Req. Status	Initiated by LHR		LHR Assigned To	
Dttm Added				

Comments>>

[Return to List](#)

2.6. Swapping Roles and Responsibilities

As a position number can only be selected if it is already vacant, transferring an officer into a position that is being vacated, for example due to promotion or mobility, will require two MIRs to process if both officers are remaining in your Department.

The officer who is vacating the position number must first be moved to their new position. If this is being done through an MIR, it must be at either the “Processed by SSC” or “Closed” status before the newly vacant position will be available on the MIR.

Once the first MIR has been processed, the second MIR can be completed to move the new officer into the now vacant position.

2.7. Navigating an MIR

In addition to the typical navigation options of using the TAB key or a mouse, you can also use the SHIFT and directional arrow keys to move through different fields and rows within an MIR.

2.8. Restrictions on Search Results

Due to existing CMS functionality, lists will only display the first 300 results at a time. If you are searching for a specific item, such as a particular officer or position number, you may need to use additional filtering criteria to reduce the number of results.

2.9. Searching for a Vacant Position Number

The “Look Up Vacant Position Number” popup in the [Mass New Hire](#) and [Mass Internal Transfer](#) MIRs will only present position numbers which are both:

- Vacant from the effective date of the MIR, **and**
- Which have no future incumbents.

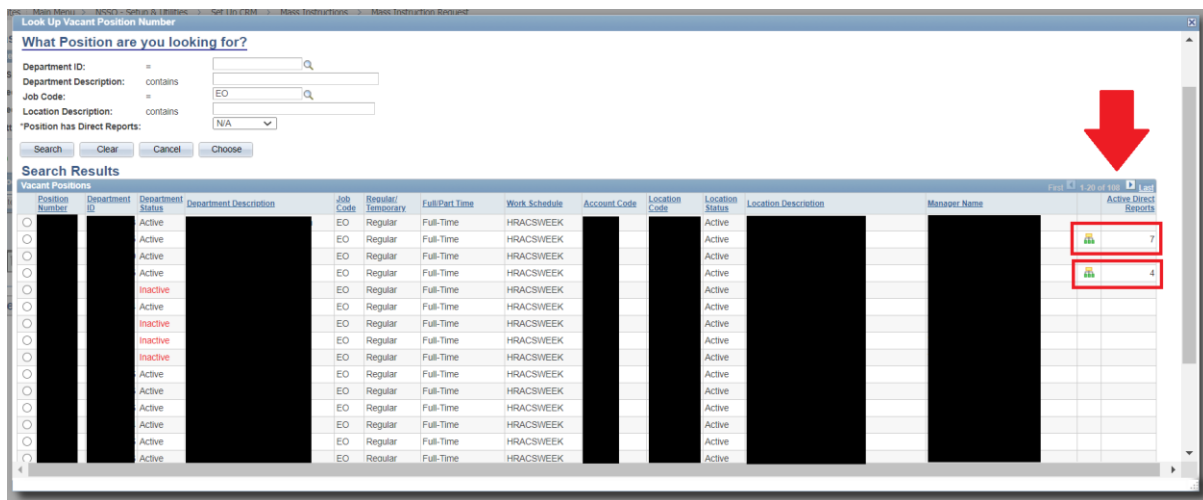
In order to search for a position number, either the Job Code **or** the Department ID must be entered in the search fields. Additional filters, such as Location Code, can also be applied. Once you have a list of vacant positions, it can be further sorted by the column headings. The list of vacant positions is automatically limited to position numbers for your Department.

The radio button on the far left hand side of each row in the vacant position list popup is where you select the position number to be used. Once the radio button has been clicked, click the ‘Choose’ button to confirm that selection and continue to the position edit section. A more detailed guide can be found in the [Step-by-Step guides](#) of either MIR category.

2.9.1. Vacant Manager Positions

If a vacant position has direct reports on HRMS it will be listed in the “Active Direct Reports” column on the far right of the popup. You may need to resize the popup window, or scroll to the right to view this column.

Please only select one of these vacant manager positions if it is the exact position the officer is moving into - that is, if the officer will be managing these direct reports.



Look Up Vacant Position Number

What Position are you looking for?

Department ID:

Department Description: contains

Job Code:

Location Description: contains

*Position has Direct Reports:

Search Clear Cancel Choose

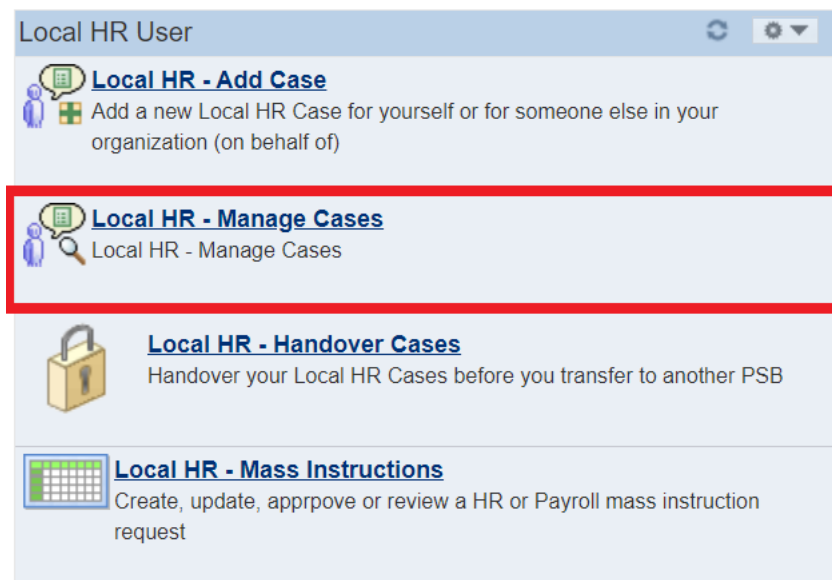
Search Results

Position Number	Department ID	Department Status	Department Description	Job Code	Regular/Temporary	Full/Part Time	Work Schedule	Account Code	Location Code	Location Status	Location Description	Manager Name	Active Direct Reports
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			7
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			4
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Inactive		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Inactive		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Inactive		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Inactive		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			
<input type="radio"/>		Active		EO	Regular	Full-Time	HRACSWEEK			Active			

2.10. Searching for an OBO Case and a Specific MIR

In order to find the OBO Case for a specific instruction, the officer must first be active in your Department on CMS. This requirement only impacts OBOs created by the Mass New Hire MIR. These OBOs will be visible from the effective date of an officer’s hire or rehire.

To find an OBO Case, click on the “Local HR - Manage Cases” option on your CMS homepage. Set the “*Predefined Search” dropdown filter to “1.All Local HR Cases”. Use Advanced search to search by the officer’s PPSN. Using the case summary and creation date, identify the relevant OBO Case and open it. Click on the “Summary” link to see additional information. The MIR number will be included in this popup.



Once you have the MIR number from the OBO, navigate to the “LIST of all existing Mass Instruction Requests for your PSB” in order to locate the appropriate MIR. Please note that if the MIR has been closed you will need to uncheck the “Excl. closed/cancelled request” tick box in the top right corner before the MIR is visible.

3. Glossary of Icons and Buttons

This section includes a list of icons which appear on one or more MIR categories. Not all icons or buttons will be on every MIR.



Add row: adds an additional row to the MIR below your current row.



Delete row: deletes the selected row from the MIR after it has been saved. The MIR must be saved to confirm deletion, or the row will re-appear when the MIR is refreshed.



Position Details popup: opens a popup where you can update the department, location, work schedule, position title, full/part-time, regular/temporary, job code, and “reports to” of a position number.



Workpattern details: only available when an officer is not full-time (HRACSWEEK). Opens a popup where you can set the number of weeks in the officer’s workshare pattern and select what days are on, off, AM or PM.



Attachments: opens a popup where you can add any attachments/documents to be included on an officer’s electronic personnel file and/or in support of non-standard pay/pension/leave details.



Staff List: opens a popup where you can select a manager to add all or some of their direct reports to the Mass Instruction form.



Refresh: refreshes the data on the Mass Instruction form.



Copy from row 1: copies some information in row 1 into every other row in certain MIR categories. The fields which will copy down are outlined in the step-by-step guides ([Internal Transfer](#), [Position Change](#), [Manager Change](#)).




Delete all: deletes all rows on the Mass Instruction form after it has been saved. The MIR must be saved to confirm deletion, or the rows will re-appear when the MIR is refreshed.



Show ePAF: opens the ePAF for the officer in the row. This icon only works once the OBO Case has been created for the officer and is located at the end of the Payroll tab.

4. Detailed Step-by-Step Guides of MIR Categories

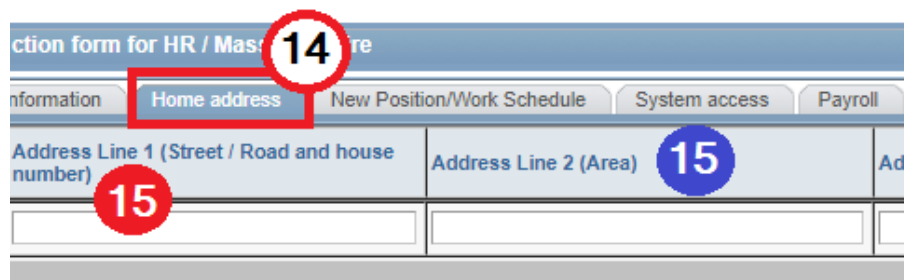
The following step-by-step guides, detail the steps for each MIR Category.

In the images below, required fields for each MIR are marked with a red circle. 

Fields which are **not** required for each MIR are marked with a blue circle. 

Where multiple steps are referred to in one screenshot, the numbers on the image refer to the relevant step for that field. A red, square box indicates a field which has been updated or clicked to make specific changes.

For example, in the image below, the red box around the “Home Address” tab with “14” in a white circle with a red outline beside it shows that step 14 refers to opening this tab. Step 15 refers to both the “Address Line 1” and “Address Line 2” fields, where “Address Line 1” is a required field and “Address Line 2” is not.



4.1. New Hire Process

1. Open a new MIR by clicking “Create new request” at the bottom of the list of all MIRs for your Department. This will open up a new, blank, MIR with the generic request number “9999”. This will automatically update to a unique identifier after the Category, PPSN, and effective date have been input and saved, see step 5.

221	22/11/2019 09:52	██████████	██████████	HR	Mass Position Change - Manager change only	Initiated by LHR
207	15/11/2019 16:11	██████████	██████████	HR	Mass Internal Transfer	Initiated by LHR
<div> <div>Create new request</div> </div>						

2. Select “Mass New Hire” as the Mass Instruction Category.

Mass Instruction request

Request details			
PSB Code	[REDACTED]	*Mass Instruction Type	HR
Request No	9999	*Mass Instruction Category	Mass New Hire
Req. Status	Initiated by LHR	LHR Assigned To	[REDACTED]
Dttm Added		Approver / Checker	

4.1.1. Tab 1: Date and ID

Mass Instruction request

Request details			
PSB Code	131 REVENUE COMMISSIONERS	*Mass Instruction Type	HR
Request No	9999	*Mass Instruction Category	Mass New Hire
Req. Status	Initiated by LHR	LHR Assigned To	[REDACTED]
Dttm Added		Approver / Checker	

Local HR - Mass Instruction form for HR / Mass New Hire									
Date and ID	Personal Inform	Home address	New Position/Work Schedule	System access	Payroll	Leave & Pension	Attachments	Case Details	HRMS Update
Action	New hire PPSN	First Name	Last Name	Middle Name	*Hire Date	Payroll ID	Reason Code	File Number	
Hire							Open Adult Competition		

Return to List **Save** Submit for approval

3. Enter the PPSN for the officer. Only valid PPSNs will be accepted by the system.

If the officer has an existing, inactive HRMS record, you will receive a popup asking whether the officer is to be rehired. This will auto-populate the MIR with existing information from their HRMS record for a number of fields, such as name and date of birth.

New hire PPSN	First Name	Last Name	Middle Name	*Hire Date
[REDACTED]				06/01/2020

Message

PPSN already exists ([REDACTED]) and employee is terminated on [REDACTED]. Do you want to rehire? (0,0)

Yes No

If the officer has an existing, active HRMS record, you will not be able to add them to the MIR. If the officer is **already employed in your Department**, please contact the OSM Team at the email or phone number below to add a termination row to their HRMS record. This row will not impact the officer's pay. You will then be able to add them to the MIR.

If the officer is **employed in a different Department**, please contact the OSM Team at orgstructure@nssso.gov.ie or at 01 873 6140 (option seven) to establish whether an Exit Case has been raised for the officer and a termination row can be added.

If you know the officer has a future dated termination row and the officer is being rehired after this date, enter the hire date **first** and then the PPSN.

New hire PPSN	First Name	Last Name	Middle Name	Hire Date
[Redacted]				09/12/2019

Message

Employee exists ([Redacted]) and still has an active employment on 19/Dec/2019. Review and correct the PPSN.

The PeopleCode program executed an Error statement, which has produced this message.

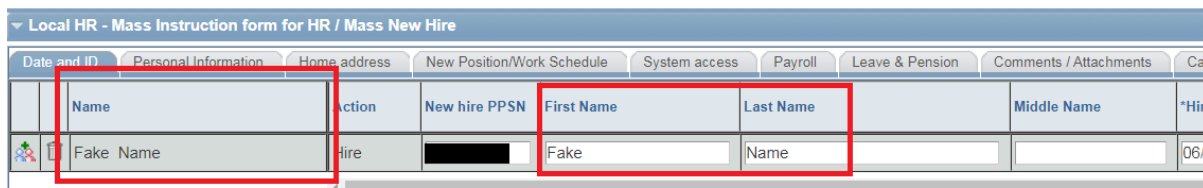
OK

- Enter the hire date for the officer. As a number of validations are based on the hire date you will not be able to save or submit an MIR without this field filled in for each officer on the form.

- At this point the MIR can be saved, which generates a Request Number. The combination of your Department's PSB Code and the Request Number is the unique identifier for the MIR.

Request details	
PSB Code	[Redacted]
Request No	315
Req. Status	Initiated by LHR
Dttm Added	20/12/2019 09:20

- Enter officer's name, please note that the "Name" field on the far left of the MIR will appear once the First, Last or Middle names have been populated. "First Name" and "Last Name" are both required fields. "Middle Name" is not a required field.



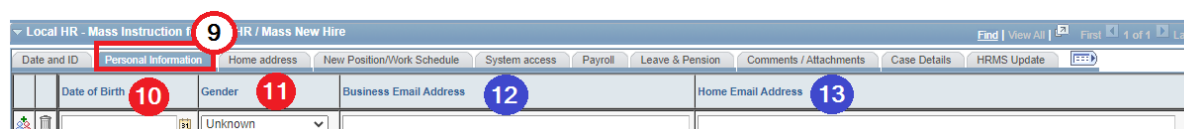
Date and ID	Personal Information	Home address	New Position/Work Schedule	System access	Payroll	Leave & Pension	Comments / Attachments	Cas
	Name	Action	New hire PPSN	First Name	Last Name		Middle Name	*Hire
	Fake Name	hire		Fake	Name			06/C

- Enter the officer's Payroll ID, if available, and File Number, if applicable. Neither field is required to process the MIR.

For rehires where the officer has previous employment on the same CorePay database used by your Department, the officer's Payroll ID will auto-populate. For rehires where the officer has **no** previous employment on the same CorePay database used by your Department, this field will remain editable. The standard process for providing Payroll IDs in your Department should continue to be followed where no Payroll ID auto-populates for a rehire.

- Confirm the "Reason Code" for the hire. Please note that the default value for this is "Open Adult Competition".

4.1.2. Tab 2: Personal Information



Date and ID	Personal Information	Home address	New Position/Work Schedule	System access	Payroll	Leave & Pension	Comments / Attachments	Case Details	HRMS Update
	Date of Birth	Gender	Business Email Address	Home Email Address					
		Unknown							

- Open the "Personal Information" tab. Please note that the "Name" field will carry across to all tabs once it has been populated.

- Enter the officer's date of birth. The system will not accept officers younger than 15 years old.

11. Confirm the officer's gender.

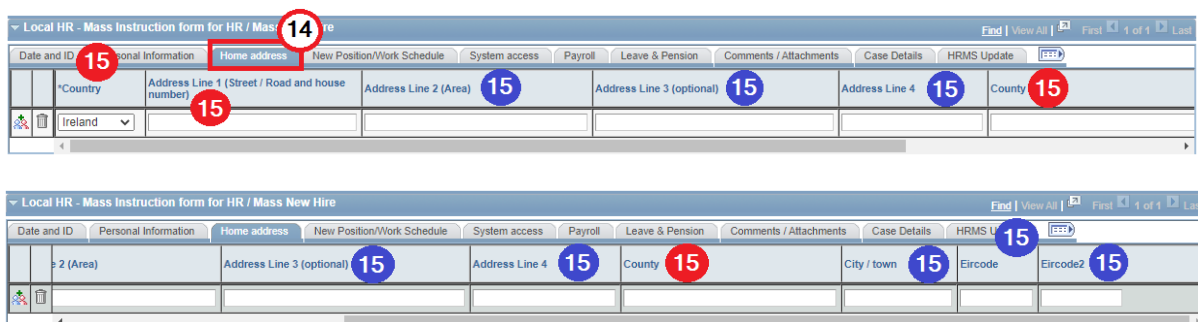
12. Enter the officer's business email address. Please note that the email address provided does not need to be active when submitting the MIR. Validations are in place to ensure that you cannot input an email address that is already on HRMS. There are additional validations in place to ensure that the email must be in the format [A@B.C](#).

It is recommended that a business email address is always provided, where possible. This will facilitate the creation of an Employee Self Service login and the creation of a Token by the PSS. When Financial Management Shared Services (FMSS) is established, providing a business email will enable the officer to be set up with FMSS in a timely manner.

If a business email is not provided through the MIR, it will result in delays for these officers in accessing vital information through the NSSO.

13. Enter the officer's home email, if applicable. This field is subject to the same validations as in step 12.

4.1.3. Tab 3: Home Address



The screenshot shows the 'Local HR - Mass Instruction form for HR / Mass New Hire' with the 'Home address' tab selected. The form includes the following fields and annotations:

- Tab 3: Home address** (Annotated with a red circle 14)
- Country** (Annotated with a red circle 15, currently set to Ireland)
- Address Line 1 (Street / Road and house number)** (Annotated with a red circle 15)
- Address Line 2 (Area)** (Annotated with a blue circle 15)
- Address Line 3 (optional)** (Annotated with a blue circle 15)
- Address Line 4** (Annotated with a blue circle 15)
- County** (Annotated with a red circle 15)
- City / town** (Annotated with a blue circle 15)
- Eircode** (Annotated with a blue circle 15)
- Eircode2** (Annotated with a blue circle 15)

14. Open the "Home address" tab. Please note that the "Name" field will carry across to all tabs once it has been populated.

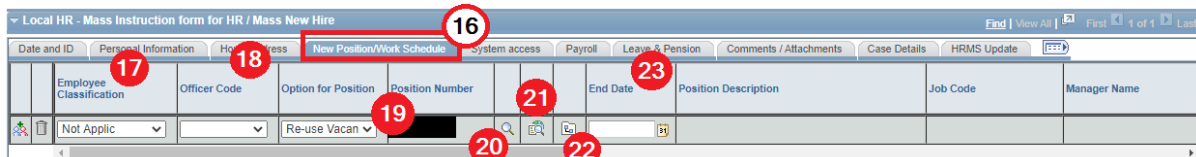
15. Enter the officer's address. There are several validations on the address to ensure that a minimum amount of information is included:

- a. "Country", "Address Line 1", and "County" are the only fields which are always required. The "City / Town" field becomes a required field once it has been populated.

The "Country" dropdown menu is set to Ireland by default. The available address fields change depending on the selected country.

- b. "Address Line 1" and "Address Line 2" must both contain at least 2 characters.
- c. Address Line 1 must be filled out before any other field.

4.1.4. Tab 4: New Position/Work Schedule



The screenshot shows a web-based form titled "Local HR - Mass Instruction form for HR / Mass New Hire". The "New Position/Work Schedule" tab is selected and highlighted with a red circle and the number 16. Other tabs include "Date and ID", "Personnel Information", "Home Address", "System access", "Payroll", "Leave & Pension", "Comments / Attachments", "Case Details", and "HRMS Update". The form contains several fields, some of which are highlighted with red circles and numbers: 17 points to the "Employee Classification" dropdown, 18 points to the "Officer Code" dropdown, 19 points to the "Option for Position" dropdown, 20 points to the "Position Number" field, 21 points to the "End Date" field, 22 points to the "Position Description" field, and 23 points to the "Job Code" field. The "Manager Name" field is also visible.

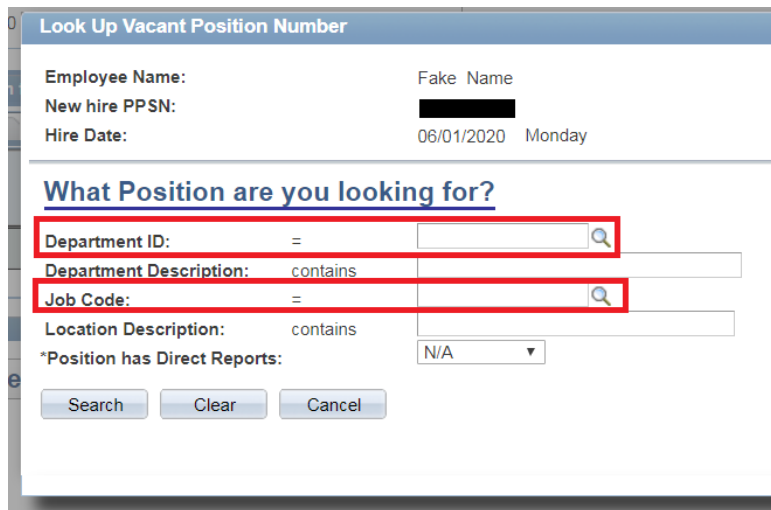
16. Open the "New Position/Work Schedule" tab. Please note that the "Name" field will carry across to all tabs once it has been populated.

17. Enter the employee's classification. For example, this is generally "Probation" for Regular officers and "Not Applic" for Temporary officers.

18. Enter the employee's officer code. For example, this is generally "Established" for Regular officers and "Unest'd" for Temporary officers.

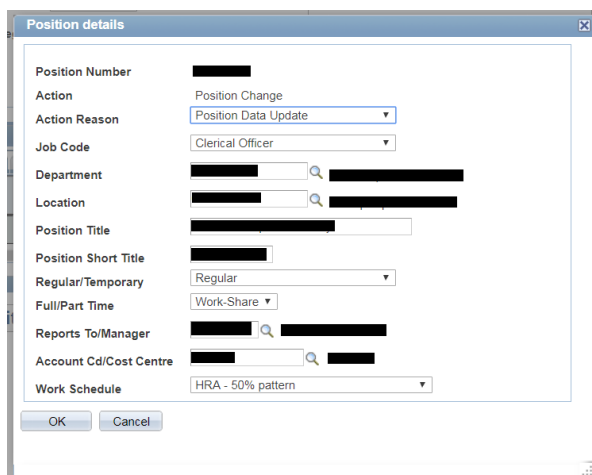
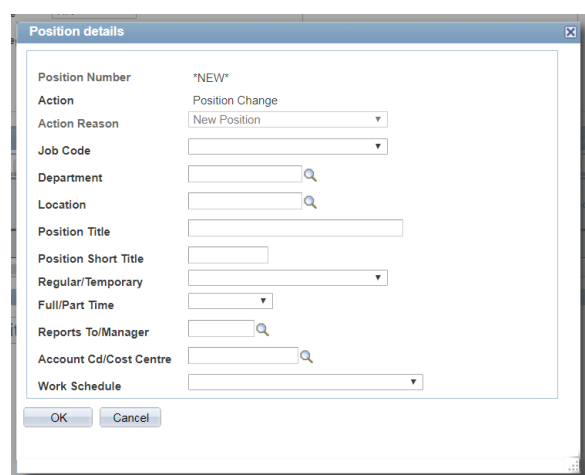
19. Determine whether an existing, vacant position number should be reused or whether a new position number should be created. This defaults to "Re-use Vacant".

20. To reuse an existing vacant position number, click the magnifying glass beside the text box to open a popup to search all position numbers that will be vacant on the hire date. You must search by either Department ID or Job Code at minimum. To use this, you will need to have entered the PPSN of the officer **and** their hire date. Once the search criteria have been entered, click the “Search” button.



21. Once a vacant position number has been selected, click on the position details icon to the right of the magnifying glass to amend any fields. If a new position number is being created, then you must click on the position details icon to add the position information.

The “Position Details” popup will automatically open the first time a position number or the “Create New” option is selected. The below examples of this popup are of editing an existing vacant position on the left versus creating a new position number on the right.

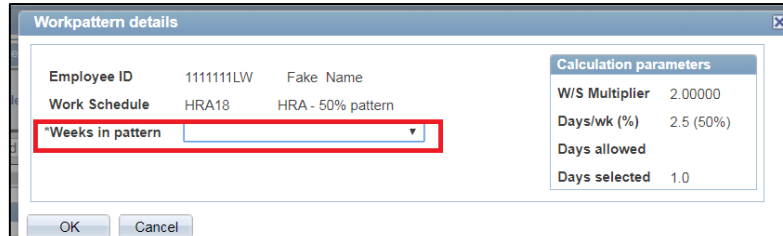



The Position Title will auto-populate to the default Position Title based on Job Code and the new Department ID, if one is selected. The auto-populated default title can be changed if required. If reusing an existing position number, the Position Title may include an outdated Department ID description. As this will only update when a new Department ID is selected, the field may need to be manually updated.

22. If the officer is a worksharer or a part-time worker, you will need to set what days are to be worked as part of the workshare pattern by clicking the workpattern details icon located immediately beside the position details icon.

This popup automatically opens the first time a workschedule other than “HRA Civil Service Standard Week” is selected.

- a. Select how many weeks make up the pattern. This is a required field for worksharers and populates the “Days allowed” field.



Workpattern details		
Employee ID	1111111LW	Fake Name
Work Schedule	HRA18	HRA - 50% pattern
*Weeks in pattern	<input type="text"/>	
<div>Calculation parameters</div> <div>W/S Multiplier 2.00000</div> <div>Days/wk (%) 2.5 (50%)</div> <div>Days allowed</div> <div>Days selected 1.0</div>		
<div>OK</div> <div>Cancel</div>		

- b. Select whether the officer will be ON or OFF for the full day, or whether they will be working in the AM or PM for each day in the pattern. Please ensure the “Days allowed” and “Days selected” value match.

Employee ID [REDACTED] Fake Name

Work Schedule HRA18 HRA - 50% pattern

*Weeks in pattern 1 week (7 days)

Set workpattern for employee View All First 1-7 of 7 Last

Week	Day	On	Off	AM	PM
1	Monday	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1	Tuesday	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1	Wednesday	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	Friday	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	Saturday	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	Sunday	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Calculation parameters

W/S Multiplier 2.00000

Days/wk (%) 2.5 (50%)

Days allowed 2.50

Days selected 2.5

- c. As HRMS does not support recording weekends as workdays, a substitute weekday is used for officers who work Saturdays and/or Sundays.

23. If the officer is on a temporary contract which is **not** open ended, the end date of the contract must be entered in the date field next to the position details and workpattern details icons. This end date must be the hire date plus one day at the earliest. This end date is used in the automated calculation of Annual Leave for hires and rehires processed through the MIR system and can also be used in reports to identify officers who may need their contracts extended or exit cases raised.

4.1.5. Tab 5: System Access

Local HR - Mass Instruction form for HR / Mass New Hire

Find View All First 1 of 1 Last

Date and ID Personal Information Home address New Position/Work Schedule **System access** Payroll Leave & Pension

HRMS ESS Access **25** FMSS user **25**

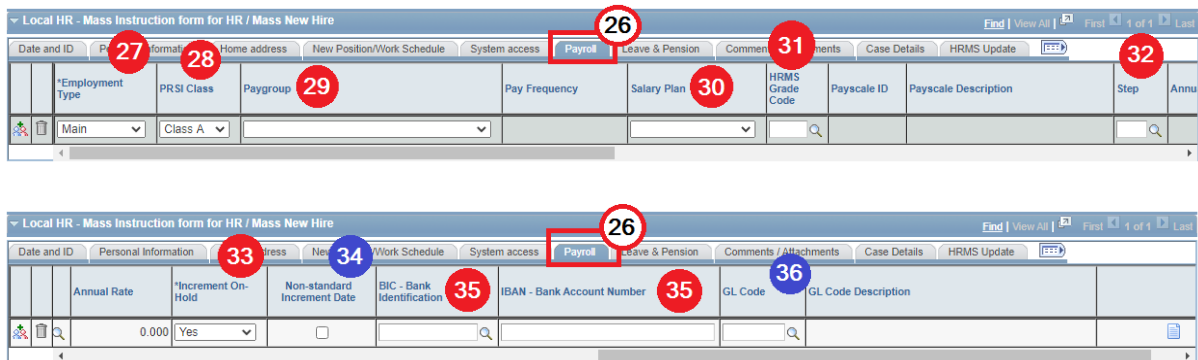
☒ ☐

24. Open the “System access” tab. Please note that the “Name” field will carry across to all tabs once it has been populated.

25. Select what level of access the officer will have:

- HRMS Employee Self Service (HRMS ESS) access is on by default. Untick this box for remote workers who will **not** have access to HRMS or CMS.
- FMSS access is off by default. Additional functionality will be added to this field once the FMSS launches with your Department.

4.1.6. Tab 6: Payroll



The screenshots show the 'Local HR - Mass Instruction form for HR / Mass New Hire' interface. The top screenshot highlights the 'Payroll' tab (26) and fields for Employment Type (27), PRSI Class (28), Paygroup (29), Pay Frequency (30), Salary Plan (30), HRMS Grade Code (31), Payscale ID (32), Payscale Description (32), Step (32), and Annual Rate (32). The bottom screenshot highlights the 'Payroll' tab (26) and fields for Annual Rate (33), Increment On-Hold (34), Non-standard Increment Date (35), BIC - Bank Identification (35), IBAN - Bank Account Number (35), GL Code (36), and GL Code Description (36).

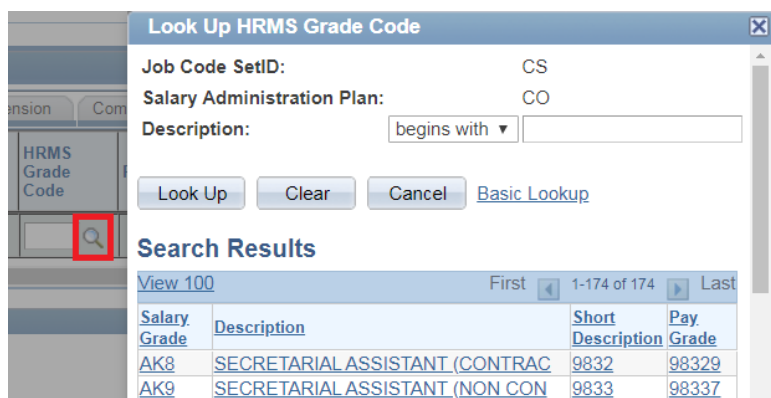
26. Open the “Payroll” tab. Please note that the “Name” field will carry across to all tabs once it has been populated.

27. Confirm whether the officer’s employment is their main or a subsidiary employment. This field defaults to “Main”.

28. Confirm the officer’s PRSI Class. This field defaults to Class A and should be changed if necessary.

29. Select the appropriate paygroup for the officer. If your Department has multiple weekly or fortnightly paygroups, please ensure the correct one is selected.

30. Confirm the appropriate salary plan for the officer. This auto-populates based on position details already provided and generates the list of grade codes available on the MIR.
31. Select the officers grade code by typing it into the text box, or by clicking the magnifying glass beside it to open a popup of all grade codes related to the chosen salary plan. This list cannot be restricted by PSB so all available grade codes are included.



Look Up HRMS Grade Code

Job Code SetID: CS

Salary Administration Plan: CO

Description: begins with ▼

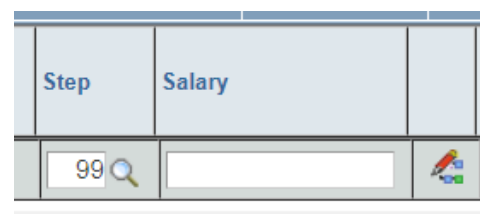
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-174 of 174 Last

Salary Grade	Description	Short Description	Pay Grade
AK8	SECRETARIAL ASSISTANT (CONTRAC	9832	98329
AK9	SECRETARIAL ASSISTANT (NON CON	9833	98337

32. Select what step the officer is to start on.
Step 99 will open an otherwise hidden text field where you can manually input a specific salary if the officer is starting on an off point.



Step	Salary
99	

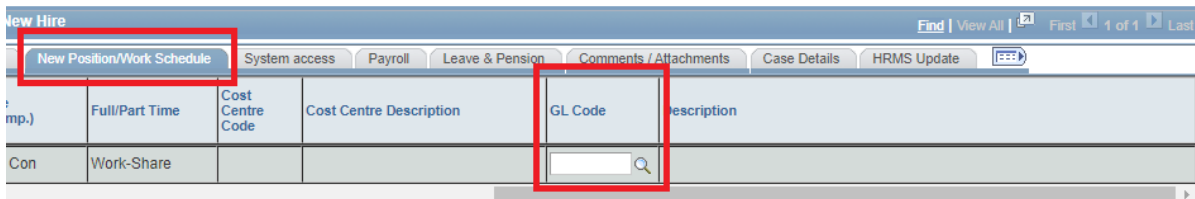
33. Confirm that the officer's increment should be placed on hold until the instruction to award the increment is approved and awarded through the usual process. **This should only be changed to "No" where an officer is due to be paid their increment in the next few weeks.**

34. The increment date will default based on the step and start date. If the officer should have a different increment date, tick the “Non-standard Increment Date” box, this will open an otherwise hidden “Date Next Increment” field. The next increment date must be the hire date +1 day at the earliest.

Non-standard Increment Date	Date Next Increment	BIC - I Identi
<input checked="" type="checkbox"/>	<input type="text"/>	

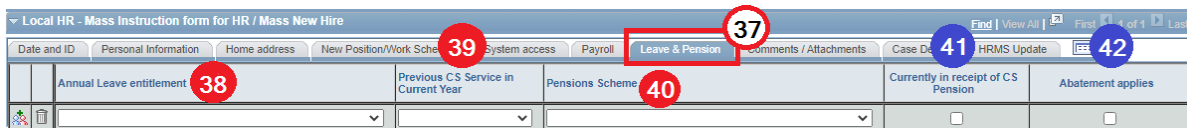
35. Enter the officer's BIC and IBAN. A number of BICs have been included in the MIR which can be searched by using the magnifying glass button. The MIR will accept any BIC manually entered into the text box. A number of validations exist on the IBAN ensuring that it adheres to the standardised format.

36. If General Ledger (GL) codes are used by your PSB, select the appropriate code for the officer. The GL code can also be selected through the "New Position/Work Schedule" tab.



The screenshot shows the 'New Hire' form with the 'New Position/Work Schedule' tab selected. The 'GL Code' field is highlighted with a red box, and a magnifying glass icon is visible next to it, indicating a search function. Other fields visible include 'Full/Part Time', 'Cost Centre Code', 'Cost Centre Description', and 'Description'.

4.1.7. Tab 7: Leave & Pension



The screenshot shows the 'Local HR - Mass Instruction form for HR / Mass New Hire' with the 'Leave & Pension' tab selected. The 'Annual Leave entitlement' field is highlighted with a red box and a magnifying glass icon. Other fields visible include 'Previous CS Service in Current Year', 'Pensions Scheme', 'Currently in receipt of CS Pension', and 'Abatement applies'.

37. Open the "Leave & Pension" tab. Please note that the "Name" field will carry across to all tabs once it has been populated.

38. Select the appropriate annual leave plan from the drop down menu. You will only be presented with vacation plans and leave years in use by your Department. If your Department supports multiple leave years, please ensure that the officer is placed on the appropriate one. Annual leave is automatically calculated from the hire date by HRMS and so the full annual leave allowance is what should be selected, rather than a pro-rated amount.

39. Indicate whether the officer has previous service within the Civil or Public Sector Service in the current calendar year. If “Yes” is selected, please enter any relevant details into the text box which appears. These comments will appear on the ePAF generated for PSS.

New Position/Work Schedule	System access	Payroll	Leave & Pension
Previous CS Service in Current Year	Previous Service Info		
Yes			

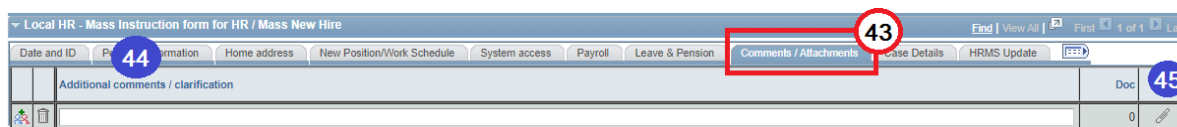
40. Select the appropriate pension scheme for the officer. If you are selecting a pension scheme other than the Single Scheme Post 2013, please include supporting information as a comment or attached document in the Comments and Attachments tab. For a Designated Office Holder Pension selection, please provide the **accrual rates** for this scheme in the comments section.

If an officer is being placed on a pension scheme other than a 2013 pension scheme, you will also need to confirm the officer’s Spouse & Children Scheme membership. This dropdown defaults to “Revised” for all schemes other than pre-95 schemes and should not be changed for these schemes.

System access	Payroll	Leave & Pension	Comments / Attachments	Case up
Pensions Scheme		Spouse & Children Scheme		
Established Pre-95				

41. If the officer is in receipt of a Civil Service pension, please tick the “Currently in receipt of CS Pension” box.
42. If abatement applies, or you believe that it may apply, to the officer’s salary due to their Civil Service pension payments, please tick the “Abatement applies” box.

4.1.8. Tab 8: Comments / Attachments



43. Open the “Comments / Attachments” tab. Please note that the “Name” field will carry across to all tabs once it has been populated.

If any comments are required for a specific officer, for example providing information supporting a selected pension scheme or Annual Leave plan, they can be entered into the “Additional comments / clarification” field. Comments are the preferred way of providing clarification or supporting information.

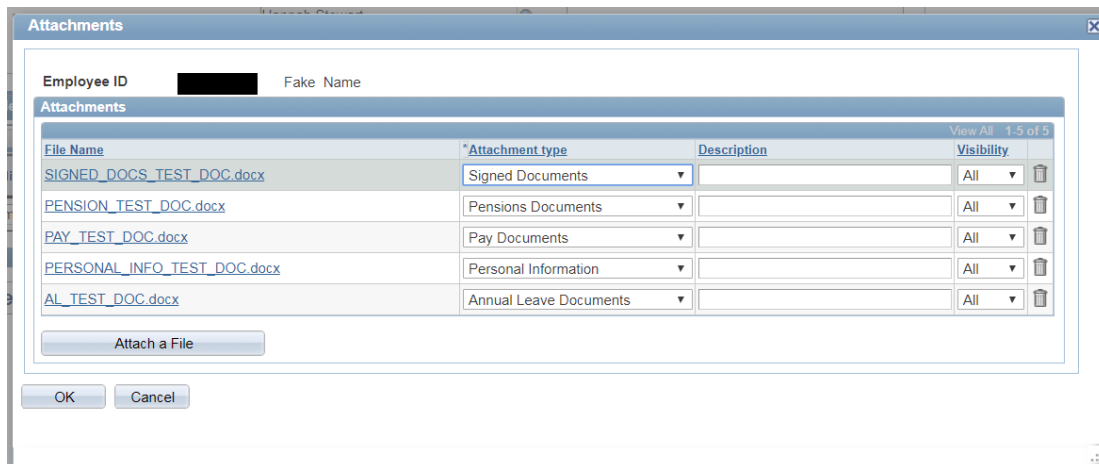
Comments **should not change instructions provided in the MIR**. There is a limit of 254 characters.

Please note that only comments relating to individual officers can be copied over to their OBO cases and data in the larger comment box in “Request details” will not be copied to individual rows or to OBO cases. Any instructions in this larger comment box will not be actioned by the NSSO.

44. Documents **are not required** in order to submit a Mass New Hire MIR. However, if documents need to be uploaded to the DMS, or attached for clarification where a comment will not suffice, please attach the documents by clicking the “Add attachments” icon. This will open a popup where you can attach and categorise documents.

While multiple documents of the same type can be added to the form, best practice is to merge documents of the same type unless individual documents are required. The document’s “Attachment type” determines which team within the NSSO receives the file.

As with comments, documents **cannot be used to change instructions provided in the MIR**. As the MIR system automatically generates an ePAF documents cannot be used to provide additional pay information.



File Name	Attachment type	Description	Visibility
SIGNED_DOCS_TEST_DOC.docx	Signed Documents		All
PENSION_TEST_DOC.docx	Pensions Documents		All
PAY_TEST_DOC.docx	Pay Documents		All
PERSONAL_INFO_TEST_DOC.docx	Personal Information		All
AL_TEST_DOC.docx	Annual Leave Documents		All

Attach a File

OK Cancel

The different categories which fall under “Attachment type” are:

- Signed Documents:** documents which are to be uploaded to the DMS for the officer’s electronic personnel file and which do not require any HRMS update. These files will **not** be reviewed by the NSSO.
- Pension Documents:** documents supporting the pension scheme that the officer is to start on. As the Single Scheme Post 2013 is the standard default scheme for new hires, no supporting documents are required if this scheme is chosen.
- Pay Documents:** documents confirming why pay details such as salary and/or step were selected. For example, confirming why a particular step or off point was selected. Adding allowances must be raised as a separate case for the hire. This does not replace the requirement for incremental credit cases.
- Personal Information:** documents with additional information not requested through the MIR which need to be updated onto HRMS, for example: phone number, emergency contact, education, or any other similar information.

- e. **Annual Leave Documents:** documents confirming the annual leave allowance of an officer if they are starting on an allowance higher than the starting amount of annual leave for their grade.

45. Once the above process has been completed for each officer to be included on the MIR, assign the MIR to a selected Approver / Checker and click “Submit for approval” if your Department has a formal approvals process.

If your Department does not require a formal approval process for audit compliance, this button will instead read “Submit to NSSO”.

Request details

PSB Code	[REDACTED]	*Mass Instruction Type	HR	Comments>>	Test instruction for HR handbook
Request No	315	*Mass Instruction Category	Mass New Hire		
Req. Status	Initiated by LHR	LHR Assigned To	[REDACTED]		
Dttm Added	20/12/2019 09:20	Approver / Checker	[REDACTED]		

Local HR - Mass Instruction form for HR / Mass New Hire

Find | View All | First | 1 of 1 | Last

Date and ID	Personal Information	Home address	New Position/Work Schedule	System access	Payroll	Leave & Pension	Comments / Attachments	Case Details	HRMS Update
	Name	Additional comments / clarification							Doc
	Fake Name	Sample text							2

Audit and approval details

[Return to List](#)
[Save](#)
[Cancel request](#)
[Submit for approval](#)

4.1.9. Remaining Manual Hire Types

Due to the constraints of the MIRs, the following types of hire and rehire will still require a manual case be raised:

- Hires where an officer is **not** being placed on Payroll
- Hires where only a skeleton record is required on HRMS
- Hires for worksharers on the HRA7 “HRA Other” workschedule
- Hires where an officer has not yet been terminated from their current employment on HRMS and processing their rehire cannot be delayed

Manual cases which are not for the above exceptions **will not be processed**.

As the MIR system cannot currently accommodate allowances for hires, a separate allowance case must be raised with the Pay team for officers starting with an allowance once the MIR has been submitted to the NSSO. The officer’s pay will be updated with their allowance through this separate case. Adding allowance functionality is currently being examined by the NSSO for inclusion at a later date.

In instances where an officer cannot be added to the MIR, please contact the OSM Team at orgstructure@nssso.gov.ie or at **01 873 6140** (option seven) in order to identify and resolve the issue. If the issue cannot be resolved, we will request a case be raised in line with the manual hire process.

4.2. Mass Internal Transfer

1. Open a new MIR by clicking the “Create New Request” button.

221	22/11/2019 09:52			HR	Mass Position Change - Manager change only	Initiated by LHR	6	Edit
207	15/11/2019 16:11			HR	Mass Internal Transfer	Initiated by LHR	1	Edit
Create new request								

2. Select “Mass Internal Transfer” as the Mass Instruction Category.

Mass Instruction request

Request details

PSB Code

*Mass Instruction Type

HR

Comments>>

Request No

9999

*Mass Instruction Category

Mass Internal Transfer

Req. Status

Initiated by LHR

LHR Assigned To

Dttm Added

Approver / Checker

4.2.1. Tab 1: Date and ID

Request details

PSB Code

*Mass Instruction Type

HR

Comments>>

Request No

9999

*Mass Instruction Category

Mass Internal Transfer

Req. Status

Initiated by LHR

LHR Assigned To

Dttm Added

Approver / Checker

Local HR - Mass Instruction form for HR / Mass Internal Transfer

Date and ID

Current employee information

New Position/Work Schedule

Payroll

Case Details

HRMS Update

Action

Employee ID (PPSN)

Employee Name

Effective Date

Reason Code

Internal transfer

Lateral Move

Return to List

Save





Submit for approval

3. Enter the employee’s PPSN. This can be manually input into the text field, selected from the search popup through the magnifying glass, or populated through the “Staff List Load” icon.

- a. To use the Staff List Load function, click the icon to open the popup.

Request details


PSB Code	<input type="text"/>	*Mass Instruction Type	HR
Request No	9999	*Mass Instruction Category	Mass Internal Transfer
Req. Status	Initiated by LHR	LHR Assigned To	<input type="text"/>
Dttm Added		Approver / Checker	<input type="text"/>

- b. The manager's PPSN can be entered into the text field or the search popup can be opened by clicking the magnifying glass.

Staff List Load

Supervisor ID



If the manager's PPSN is **manually entered** into the text field then **all direct reports** will be automatically added to the MIR.

Alternatively, magnifying glass can be clicked to search for the manager. The list of managers can be filtered by using the search options, such as "Formatted Name". The results can be sorted by any of the columns in ascending or descending order by clicking the heading for that column.

Look Up Supervisor ID

Department SetID:

Empl ID: begins with

Formatted Name: begins with

Department: begins with

Location: begins with

[Basic Lookup](#)

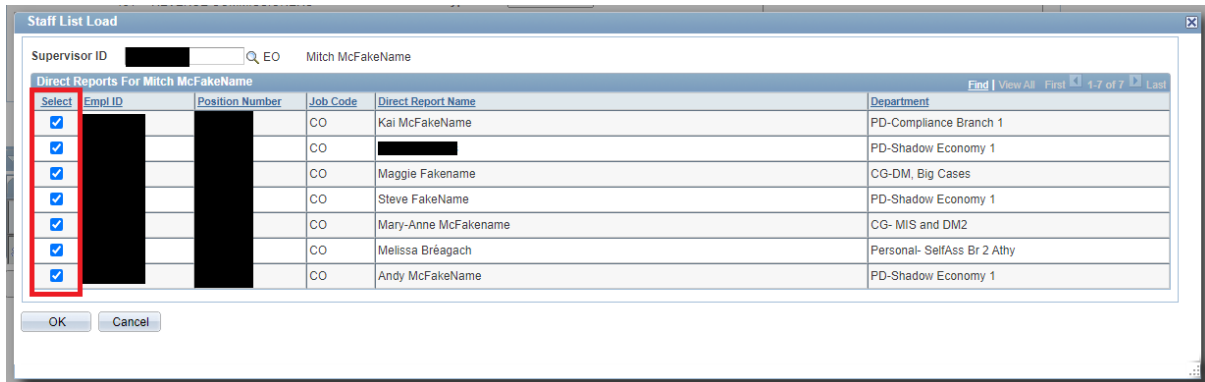
Search Results

Only the first 300 results can be displayed.

[View 100](#) First 1-300 of 300 Last

Empl ID	Formatted Name	Job Code	Department	Location	Employee Status	Direct Reports
	Mitch McFakeName	EO			Active	7
	Jane Doe	AP			Active	4
	Siothrán Ó Bréagach	EO			Active	3
		HEO			Active	2
		AO			Active	5

- c. If the manager is selected through the “Look Up Supervisor ID” popup, you will be presented with a list of all their direct reports. All officers are selected by default.



Staff List Load

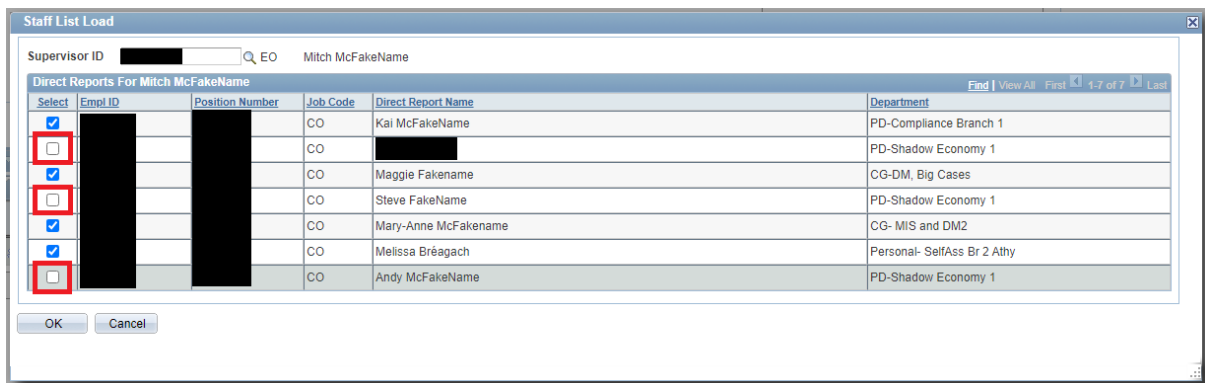
Supervisor ID: [Redacted] EO Mitch McFakeName

Direct Reports For Mitch McFakeName

Select	Empl ID	Position Number	Job Code	Direct Report Name	Department
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Kai McFakeName	PD-Compliance Branch 1
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	[Redacted]	PD-Shadow Economy 1
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Maggie Fakename	CG-DM, Big Cases
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Steve FakeName	PD-Shadow Economy 1
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Mary-Anne McFakename	CG- MIS and DM2
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Melissa Bréagach	Personal- SelfAss Br 2 Athy
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Andy McFakeName	PD-Shadow Economy 1

OK Cancel

- d. Uncheck any employees if their records are to remain **unchanged**.



Staff List Load

Supervisor ID: [Redacted] EO Mitch McFakeName

Direct Reports For Mitch McFakeName

Select	Empl ID	Position Number	Job Code	Direct Report Name	Department
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Kai McFakeName	PD-Compliance Branch 1
<input type="checkbox"/>	[Redacted]	[Redacted]	CO	[Redacted]	PD-Shadow Economy 1
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Maggie Fakename	CG-DM, Big Cases
<input type="checkbox"/>	[Redacted]	[Redacted]	CO	Steve FakeName	PD-Shadow Economy 1
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Mary-Anne McFakename	CG- MIS and DM2
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CO	Melissa Bréagach	Personal- SelfAss Br 2 Athy
<input type="checkbox"/>	[Redacted]	[Redacted]	CO	Andy McFakeName	PD-Shadow Economy 1

OK Cancel

Click OK. The selected officers will be auto-populated on the MIR. The effective date will need to be entered for each row before the MIR can be saved or refreshed to pull through all current information.

Date and ID					
Current employee information					
New Information					
Payroll					
Case Details					
HRMS Update					
[222]					
Action	*Employee ID (PPSN)	Employee Name	*Effective Date	Reason Code	
Position Change	[Redacted]	Kai McFakeName	[Redacted]	Position Data Update	
Position Change	[Redacted]	Maggie Fakename	[Redacted]	Position Data Update	
Position Change	[Redacted]	Mary-Anne McFakename	[Redacted]	Position Data Update	
Position Change	[Redacted]	Melissa Bréagach	[Redacted]	Position Data Update	

- Enter the effective date for this change. **The effective date is the only piece of information that can be copied from row 1 for Internal Transfers.** If multiple instructions with different effective dates are in one MIR, particular care should be taken ensuring dates are accurate if copy from row 1 is used.

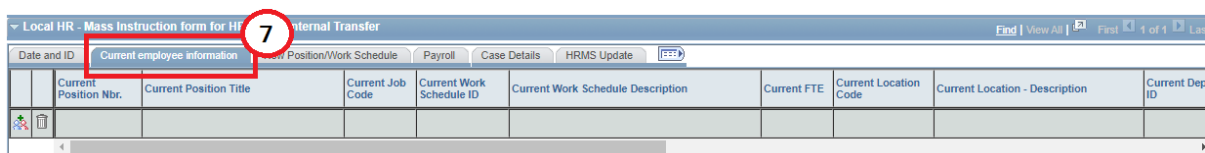
Internal Transfers that are **historic** in the new Position Number **cannot currently be processed** through the MIR.

- Save the MIR. This generates the unique MIR number. Once the MIR has been saved, it can be refreshed with the green refresh icon. This pulls through the information onto the Current Employee Information tab, if it has not already updated, and generates the Name field which is shown across all tabs.

Note that if an officer's PPSN is being entered into the “*Employee ID (PPSN)” field manually, this step may not be necessary as the information pulls through immediately.

- Ensure the “Reason Code” for the internal transfer is correct, the default value is “Lateral Move”.

4.2.2. Tab 2: Current Employee Information

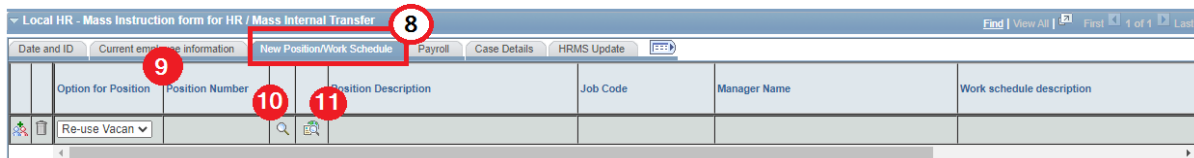


Date and ID	Current employee information	Current Position/Work Schedule	Payroll	Case Details	HRMS Update
	Current Position Nbr.	Current Position Title	Current Job Code	Current Work Schedule ID	Current Work Schedule Description

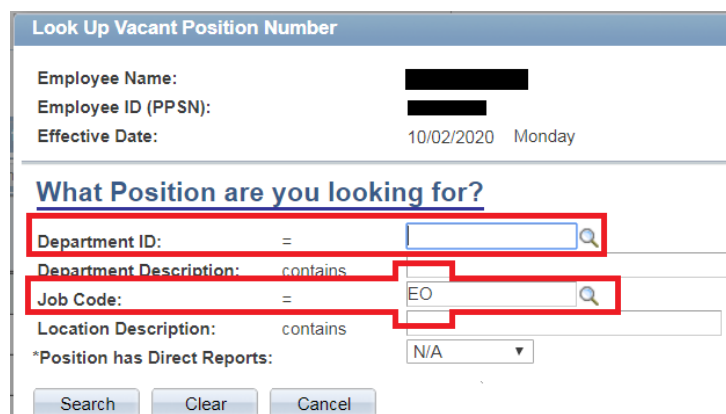
- Click the “Current employee information” tab to confirm the correct officers are selected. Please note that the “Name” field will carry across to all tabs once it has been populated.

Each column shows the current HRMS data for each officer on the MIR. As there are no input boxes on this tab, once you are satisfied the appropriate officers are on the MIR, you can proceed to the next tab.

4.2.3. Tab 3: New Position/Work Schedule



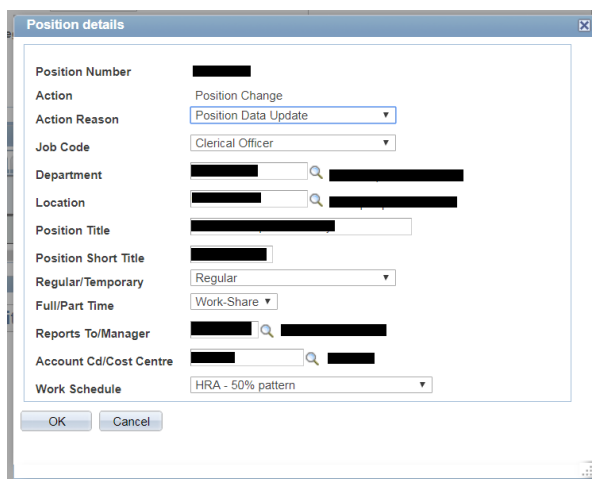
8. Click the “New Position/Work Schedule” tab. Please note that the “Name” field will carry across to all tabs once it has been populated.
9. Select whether a vacant position number is to be reused or if a new position number is to be created.
10. If an **existing vacant position number** is to be reused, click the magnifying glass to open the position search popup and filter the search results to find an appropriate position number.
 - a. Either the Job Code or a Department ID are required to bring up a list of relevant vacant positions. The Job Code auto-populates based on the officer’s current information.



- b. The list of vacant positions can be filtered further using the popup's search options, and sorted by clicking the headings of the columns.

11. Once a vacant position number has been selected, or if a new position number is to be created, the specific details of the position can be edited. In order to amend the position details, click the "Position details" icon to open the popup. This popup will automatically open the first time a position number or the option to create a new position number is selected. The below examples of this popup are of editing an existing vacant position on the left versus creating a new position number on the right.

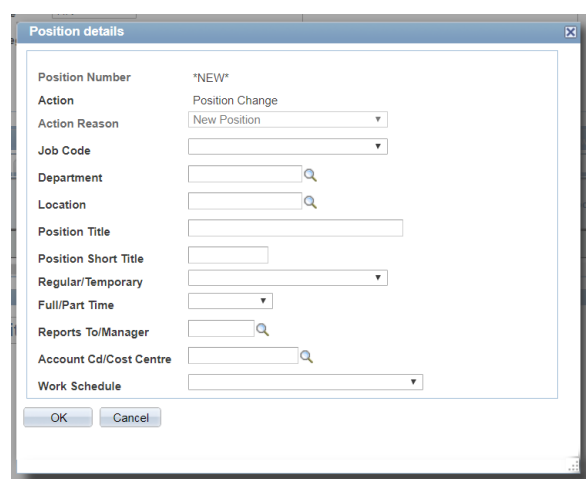
Please note that the **Job Code** and **Work Schedule** of the officer **cannot be changed** through the MIR at this time.



The screenshot shows the 'Position details' popup with the following fields and values:

- Position Number: [Redacted]
- Action: Position Change
- Action Reason: Position Data Update
- Job Code: Clerical Officer
- Department: [Redacted]
- Location: [Redacted]
- Position Title: [Redacted]
- Position Short Title: [Redacted]
- Regular/Temporary: Regular
- Full/Part Time: Work-Share
- Reports To/Manager: [Redacted]
- Account Cd/Cost Centre: [Redacted]
- Work Schedule: HRA - 50% pattern

Buttons: OK, Cancel



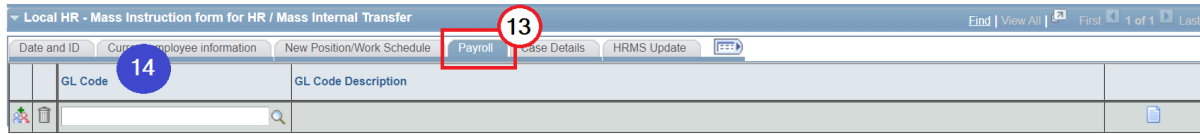
The screenshot shows the 'Position details' popup with the following fields and values:

- Position Number: *NEW*
- Action: Position Change
- Action Reason: New Position
- Job Code: [Empty]
- Department: [Empty]
- Location: [Empty]
- Position Title: [Empty]
- Position Short Title: [Empty]
- Regular/Temporary: [Empty]
- Full/Part Time: [Empty]
- Reports To/Manager: [Empty]
- Account Cd/Cost Centre: [Empty]
- Work Schedule: [Empty]

Buttons: OK, Cancel

12. Once the details have been input, they will auto-populate in the read only fields in this tab.

4.2.4. Tab 4: Payroll



Local HR - Mass Instruction form for HR / Mass Internal Transfer

Find | View All | First | 1 of 1 | Last

Date and ID | Current employee information | New Position/Work Schedule | **Payroll** | Case Details | HRMS Update | [Submit]

GL Code	GL Code Description
<input type="text"/>	<input type="text"/>

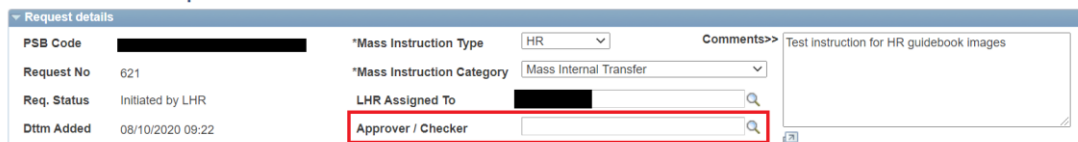
13. Click the “Payroll” tab. Please note that the “Name” field will carry across to all tabs once it has been populated.

14. If GL codes are used by your Department, select the appropriate code for the officer. If your Department does not use GL codes, this tab can be ignored.

15. Select an Approver / Checker for the Form and click the “Submit for approval” button, if your Department has a formal approvals process.

If your Department does not require a formal approval process for audit compliance, this button will instead read “Submit to NSSO”.

Mass Instruction request



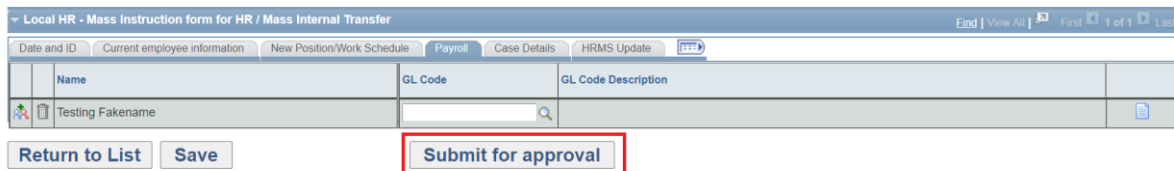
Request details

PSB Code: [Redacted] *Mass Instruction Type: HR Comments>> Test instruction for HR guidebook images

Request No: 621 *Mass Instruction Category: Mass Internal Transfer

Req. Status: Initiated by LHR LHR Assigned To: [Redacted]

Dttm Added: 08/10/2020 09:22 Approver / Checker:



Local HR - Mass Instruction form for HR / Mass Internal Transfer

Find | View All | First | 1 of 1 | Last

Date and ID | Current employee information | New Position/Work Schedule | **Payroll** | Case Details | HRMS Update | [Submit]

Name	GL Code	GL Code Description
Testing Fakename	<input type="text"/>	<input type="text"/>

Return to List Save **Submit for approval**

4.2.5. Remaining Manual Internal Transfer Types

Due to the constraints of the MIRs, the following internal transfer types will still require a manual case to be raised:

- Internal transfers where an officer is changing workshare pattern will require a workshare pattern change case be raised with the Leave Management Team.
- Internal transfers for temporary moves where a return date must also be included.
- Internal transfers where two or more officers are swapping roles with each other.
- Historic internal transfers.

Manual cases which are not for the above exceptions **will not be processed**.

As the MIR system cannot currently accommodate changing allowances for internal transfers, a separate allowance case must be raised with the Pay team for officers starting or ending an allowance once the MIR has been submitted to the NSSO. The officer's pay will be updated through this separate case. Adding allowance functionality is currently being examined by the NSSO for inclusion at a later date.

In instances where an officer cannot be added to the MIR, please contact the OSM Team at orgstructure@nssso.gov.ie or at 01 873 6140 (option seven) in order to identify and resolve the issue. If the issue cannot be resolved, we will request a case be raised in line with the manual Internal Transfer process.

4.3. Position Change

This MIR is for making changes to Department ID, Location Code, Position Title, Cost Centre, **and** Manager. Multiple fields can be amended in the same MIR. Not all fields need to be changing in order for this MIR to function. If there is **no change** to be made to a field, then it should be **left blank**.

1. Open a new MIR by clicking the “Create New Request” button.

221	22/11/2019 09:52			HR	Mass Position Change - Manager change only	Initiated by LHR	6	Edit
207	15/11/2019 16:11			HR	Mass Internal Transfer	Initiated by LHR	1	Edit
Create new request								

2. Select “Mass Position Change (not manager change)” as the Mass Instruction Category.

Request details

PSB Code	131	REVENUE COMMISSIONERS	*Mass Instruction Type	HR	Comments>>
Request No	9999		*Mass Instruction Category	Mass Position Change (not manager char	
Req. Status	Initiated by LHR		LHR Assigned To		
Dttm Added			Approver / Checker		

4.3.1. Tab 1: Date & ID

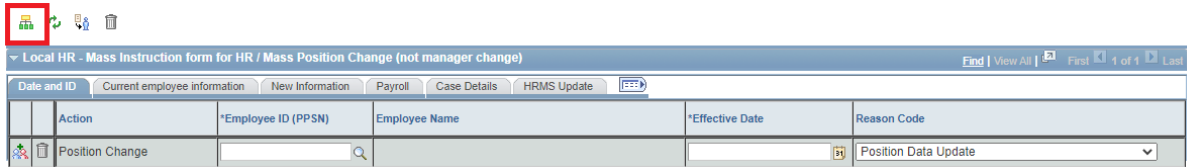
Local HR - Mass Instruction form for HR (Mass Position Change (not manager change))

Date and ID	Current employee information	3	Payroll	Case Details	HRMS Update	4	6
Action	*Employee ID (PPSN)	Employee Name	*Effective Date	Reason Code			
Position Change				Position Data Update			

[Return to List](#)
[Save](#) 5
 [Submit for approval](#)

3. Enter the employee’s PPSN. This can be manually input into the text field, selected from the search popup through the magnifying glass, or populated through the Staff List Load function.

- a. To use the Staff List Load function, click the icon to open the popup.

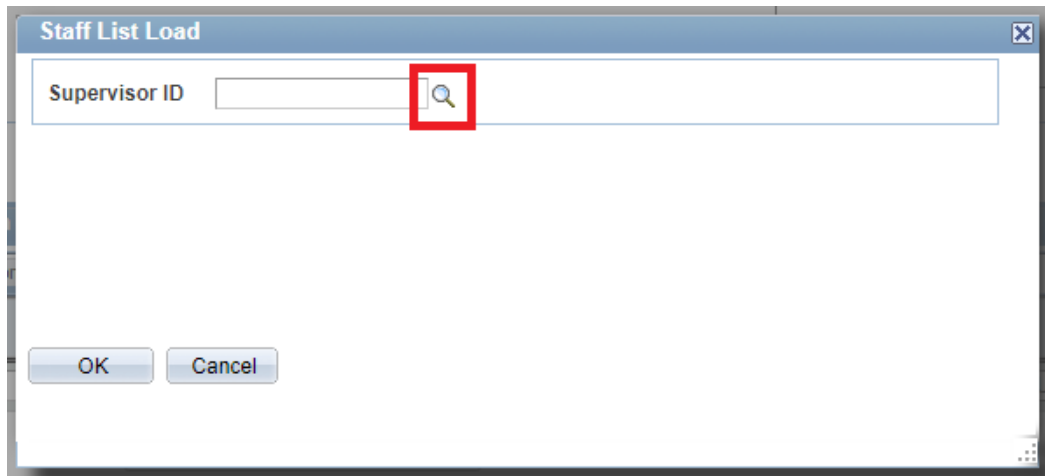


Local HR - Mass Instruction form for HR / Mass Position Change (not manager change)

Find | View All | 51 First 1 of 1 Last

Date and ID	Current employee information	New Information	Payroll	Case Details	HRMS Update
	Action	*Employee ID (PPSN)	Employee Name	*Effective Date	Reason Code
	Position Change	<input type="text"/>	<input type="text"/>	<input type="text"/>	Position Data Update

- b. The manager's PPSN can be input into the search bar, or the search popup can be opened by clicking the magnifying glass. If you type the PPSN into the search bar, all direct reports of that officer will be added to the MIR.

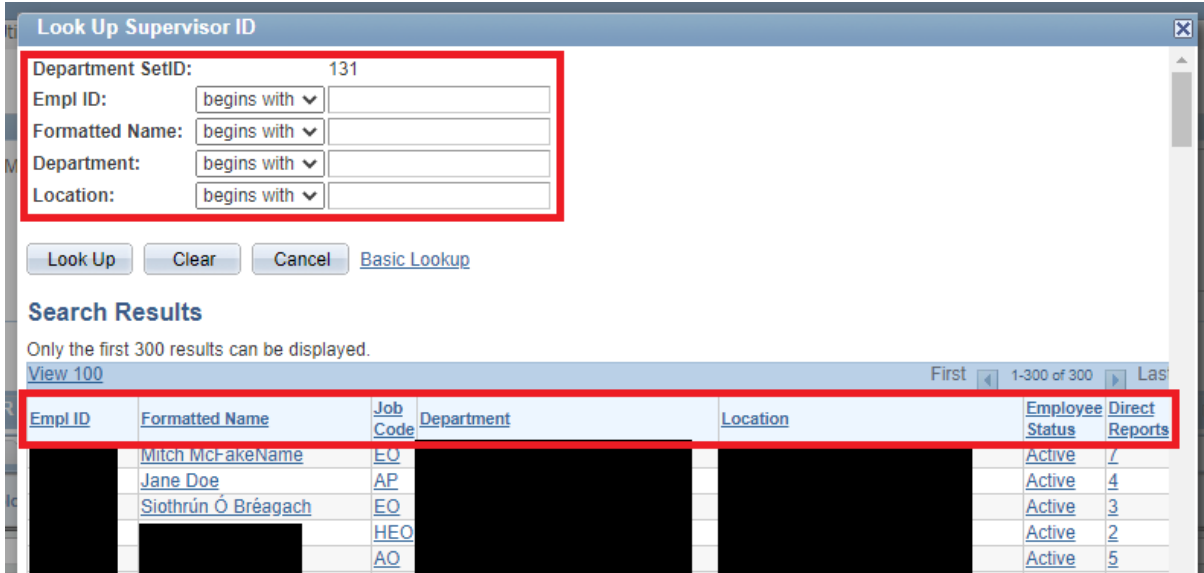


Staff List Load

Supervisor ID

OK Cancel

- c. The list of managers can be filtered by using the search options, such as “Formatted Name”. The results can be sorted by any of the columns in ascending or descending order.



Look Up Supervisor ID

Department SetID: 131

Empl ID: begins with

Formatted Name: begins with

Department: begins with

Location: begins with

Look Up Clear Cancel Basic Lookup

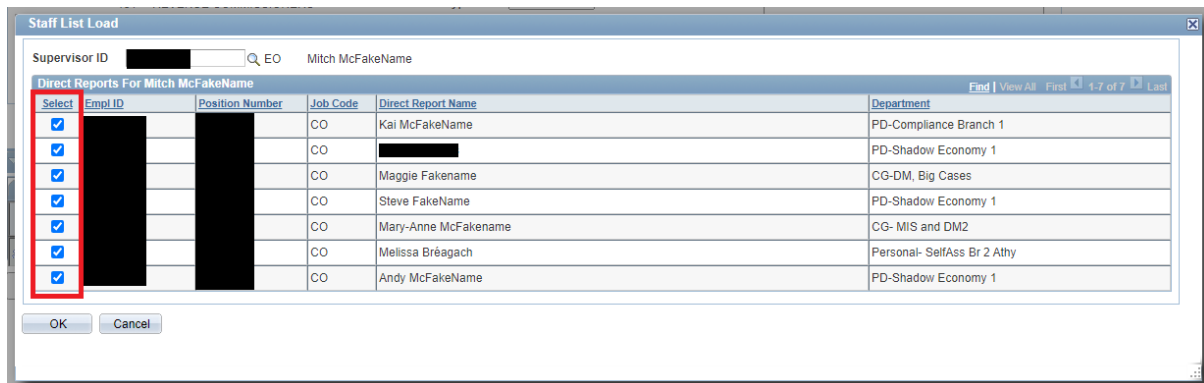
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Empl ID	Formatted Name	Job Code	Department	Location	Employee Status	Direct Reports
	Mitch McFakeName	EO			Active	7
	Jane Doe	AP			Active	4
	Sióthrún Ó Bréagach	EO			Active	3
		HEO			Active	2
		AO			Active	5

- d. Once the correct manager has been identified though clicking the magnifying glass, you will be presented with a list of all their direct reports. All officers are selected by default.



Staff List Load

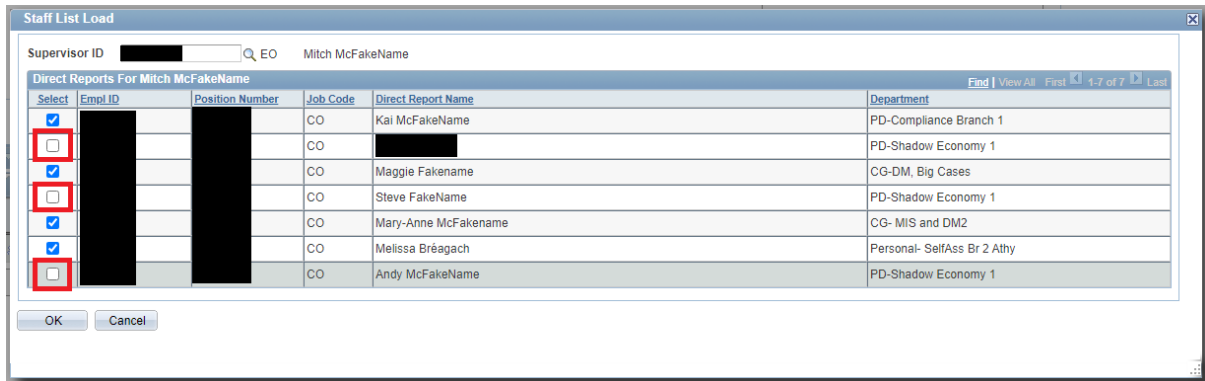
Supervisor ID: [Redacted] EO Mitch McFakeName

Direct Reports For Mitch McFakeName

Select	Empl ID	Position Number	Job Code	Direct Report Name	Department
<input checked="" type="checkbox"/>			CO	Kai McFakeName	PD-Compliance Branch 1
<input checked="" type="checkbox"/>			CO	Jane Doe	PD-Shadow Economy 1
<input checked="" type="checkbox"/>			CO	Maggie FakeName	CG-DM, Big Cases
<input checked="" type="checkbox"/>			CO	Steve FakeName	PD-Shadow Economy 1
<input checked="" type="checkbox"/>			CO	Mary-Anne McFakename	CG- MIS and DM2
<input checked="" type="checkbox"/>			CO	Melissa Bréagach	Personal- SelfAss Br 2 Athy
<input checked="" type="checkbox"/>			CO	Andy McFakeName	PD-Shadow Economy 1

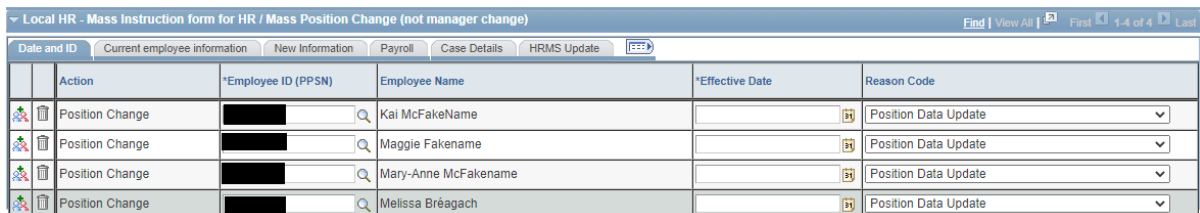
OK Cancel

- e. Uncheck any employees if their records are to remain **unchanged**.



Select	Email ID	Position Number	Job Code	Direct Report Name	Department
<input checked="" type="checkbox"/>			CO	Kai McFakeName	PD-Compliance Branch 1
<input type="checkbox"/>			CO		PD-Shadow Economy 1
<input checked="" type="checkbox"/>			CO	Maggie FakeName	CG-DM, Big Cases
<input type="checkbox"/>			CO	Steve FakeName	PD-Shadow Economy 1
<input checked="" type="checkbox"/>			CO	Mary-Anne McFakeName	CG- MIS and DM2
<input checked="" type="checkbox"/>			CO	Melissa Bréagach	Personal- SelfAss Br 2 Athy
<input type="checkbox"/>			CO	Andy McFakeName	PD-Shadow Economy 1

- f. Click OK. The selected officers will be auto-populated the MIR. The effective date will need to be entered for each row before the MIR can be saved or refreshed to pull through all current information.



Action	*Employee ID (PPSN)	Employee Name	*Effective Date	Reason Code
Position Change		Kai McFakeName		Position Data Update
Position Change		Maggie FakeName		Position Data Update
Position Change		Mary-Anne McFakeName		Position Data Update
Position Change		Melissa Bréagach		Position Data Update

4. Enter the effective date for this change. **The effective date can be copied from row 1.** If you are processing multiple instructions with different effective dates through one MIR, particular care should be taken ensuring dates are accurate if copy from row 1 is used.

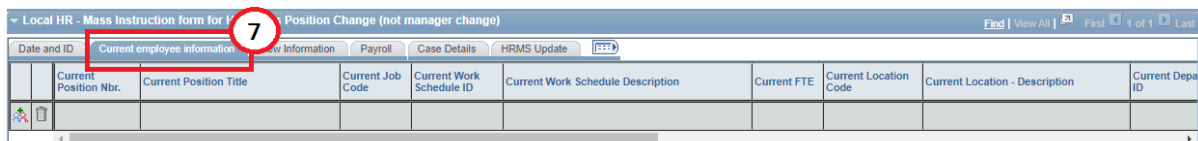
Historic position changes cannot currently be processed through the MIR.

5. Save the MIR. This generates the unique MIR number. Once the MIR has been saved, it can be refreshed with the green refresh icon. This pulls through the information onto the Current Employee Information tab, if it has not already updated, and generates the Name field which is shown across all tabs.

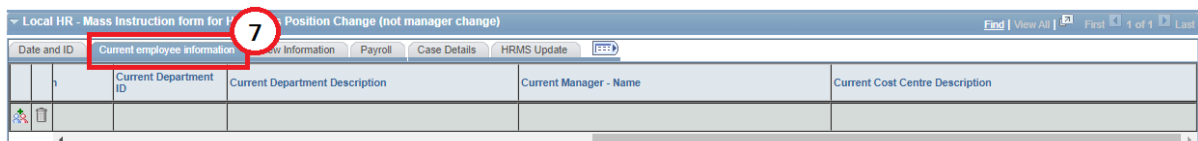
Note that if an officer's PPSN is being entered into the “*Employee ID (PPSN)” field manually, this step may not be necessary as the information pulls through immediately.

6. Ensure the “Reason Code” for the position change is correct, the default value is “Position Data Update”.

4.3.2. Tab 2: Current employee information



Date and ID	Current employee information	Current Information	Payroll	Case Details	HRMS Update
	Current Position Nbr.	Current Position Title	Current Job Code	Current Work Schedule ID	Current Work Schedule Description



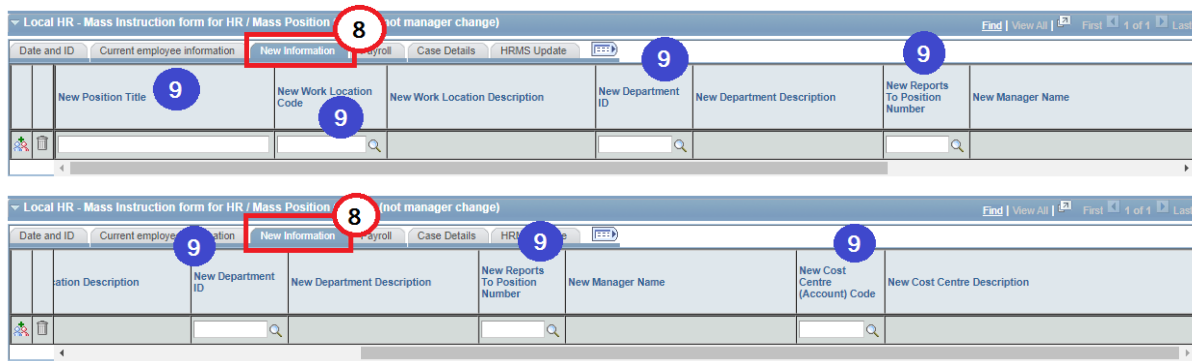
Date and ID	Current employee information	Current Information	Payroll	Case Details	HRMS Update
	Current Department ID	Current Department Description	Current Manager - Name	Current Cost Centre Description	

7. Click the “Current employee information” tab to confirm the correct officers are selected. Please note that the “Name” field will carry across to all tabs once it has been populated.

Each column shows the current HRMS data for each officer on the MIR. As there are no input boxes on this tab, once you are satisfied the appropriate officers are on the MIR, you can proceed to the next tab.

If the Staff List Load function was used, the MIR may need to be refreshed to populate these fields. As some functionality and validations use the information in this tab, it should always be populated.

4.3.3. Tab 3: New Information



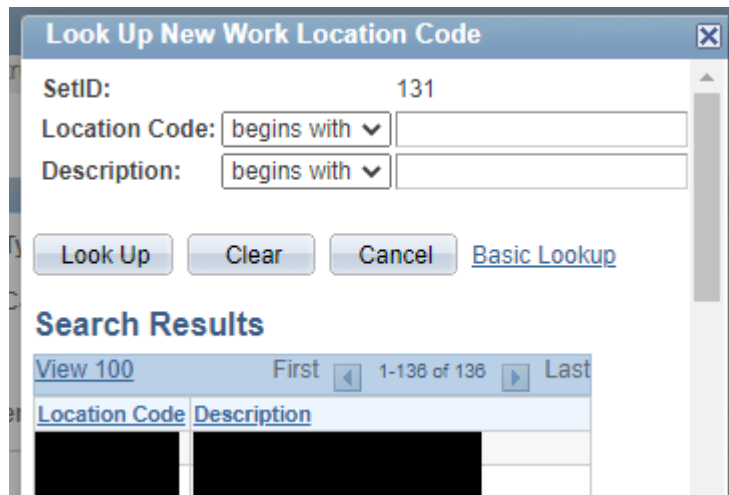
8. Click the “New Information” tab. Please note that the “Name” field will carry across to all tabs once it has been populated.

9. The following fields can be amended, all fields can be copied from row 1 unless otherwise stated:

- a. “Position Title”: this will auto-populate to the default Position Title based on Job Code and the new Department ID, if one is selected. If the Staff List Load function was used to add officers to the MIR, you will need to refresh the MIR to populate the Current employee information tab for the default title to generate correctly. This auto-populated default title can be changed or deleted if required.

This field does not copy from row 1.

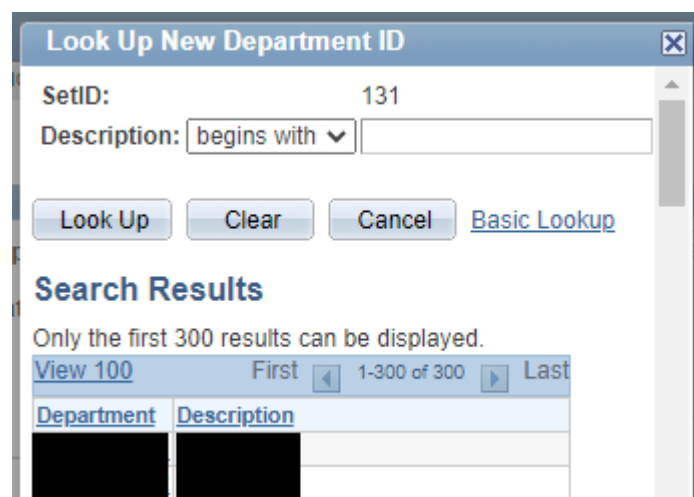
- b. “Work Location Code”: the officer’s new location code can be typed into the text box. Alternatively, click the magnifying glass beside the text box to open the “Look Up New Work Location Code” popup. The search options can be used to further filter the results and the columns can be sorted in ascending or descending order.



The screenshot shows a window titled "Look Up New Work Location Code". It contains the following fields and controls:

- SetID:** 131
- Location Code:** begins with [dropdown menu]
- Description:** begins with [dropdown menu]
- Buttons: Look Up, Clear, Cancel, and a link for Basic Lookup.
- Search Results:**
 - View 100, First, 1-136 of 136, Last
 - Table with columns: Location Code, Description
 - Table content: [Redacted]

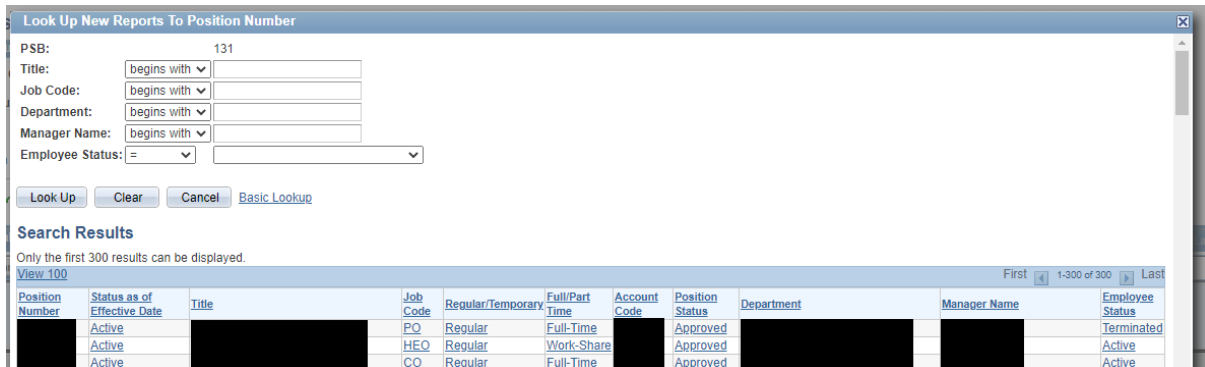
- c. “Department ID”: the officer’s new Department ID can be typed into the text box. Alternatively, click the magnifying glass beside the text box to open the “Look Up New Department ID” popup. The search option can be used to further filter the results and the columns can be sorted in ascending or descending order.



The screenshot shows a window titled "Look Up New Department ID". It contains the following fields and controls:

- SetID:** 131
- Description:** begins with [dropdown menu]
- Buttons: Look Up, Clear, Cancel, and a link for Basic Lookup.
- Search Results:**
 - Only the first 300 results can be displayed.
 - View 100, First, 1-300 of 300, Last
 - Table with columns: Department, Description
 - Table content: [Redacted]

- d. “Reports to Position Number”: the **position number** of the officer’s new manager can be typed into the text box. Alternatively, click the magnifying glass beside the text box to open the “Look Up New Reports To Position Number” popup. The search options can be used to further filter the results and the columns can be used to sort the results in ascending or descending order.



Look Up New Reports To Position Number

PSB: 131

Title: begins with

Job Code: begins with

Department: begins with

Manager Name: begins with

Employee Status: =

Look Up Clear Cancel Basic Lookup

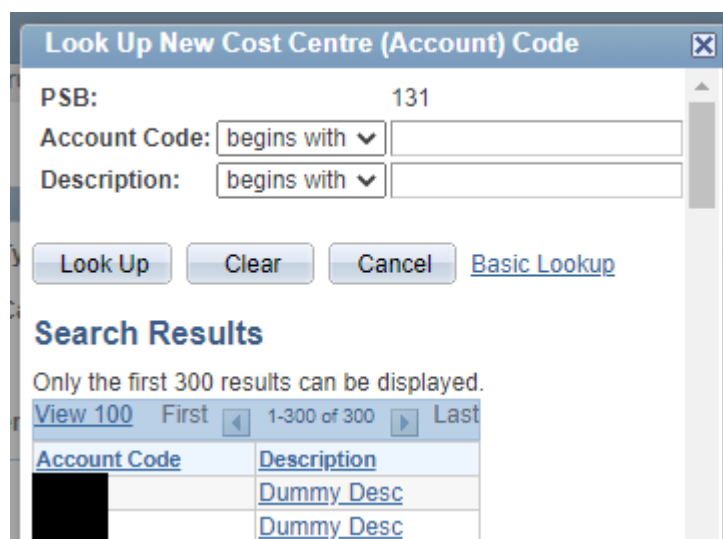
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Position Number	Status as of Effective Date	Title	Job Code	Regular/Temporary	Full/Part Time	Account Code	Position Status	Department	Manager Name	Employee Status
	Active		PO	Regular	Full-Time		Approved			Terminated
	Active		HCO	Regular	Work-Share		Approved			Active
	Active		CO	Regular	Full-Time		Approved			Active

- e. “Cost Centre (Account) Code”: the officer’s new cost centre can be typed into the text box. Alternatively, click the magnifying glass beside the text box to open the “Look Up New Cost Centre (Account) Code” popup. The search options can be used to further filter results and the columns can be used to sort the results in ascending or descending order.



Look Up New Cost Centre (Account) Code

PSB: 131

Account Code: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

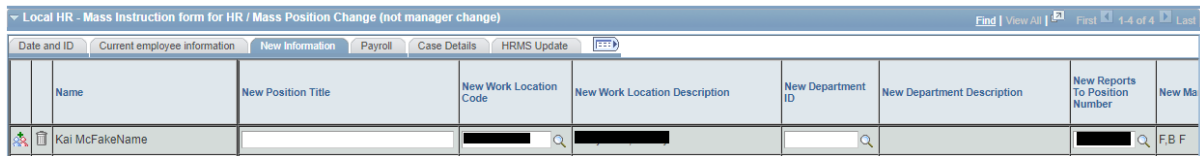
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

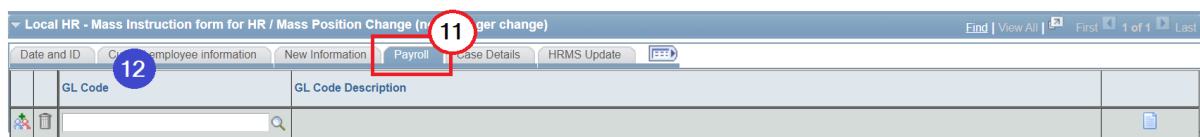
Account Code	Description
	Dummy Desc
	Dummy Desc

10. Please note that if a field is to remain **unchanged** then it should be left blank as the current information will pull across into the new position details. The below example is for a location and manager change.



Date and ID	Current employee information	New Information	Payroll	Case Details	HRMS Update		
Name	New Position Title	New Work Location Code	New Work Location Description	New Department ID	New Department Description	New Reports To Position Number	New Manager
Kai McFakeName							F B F

4.3.4. Tab 4: Payroll



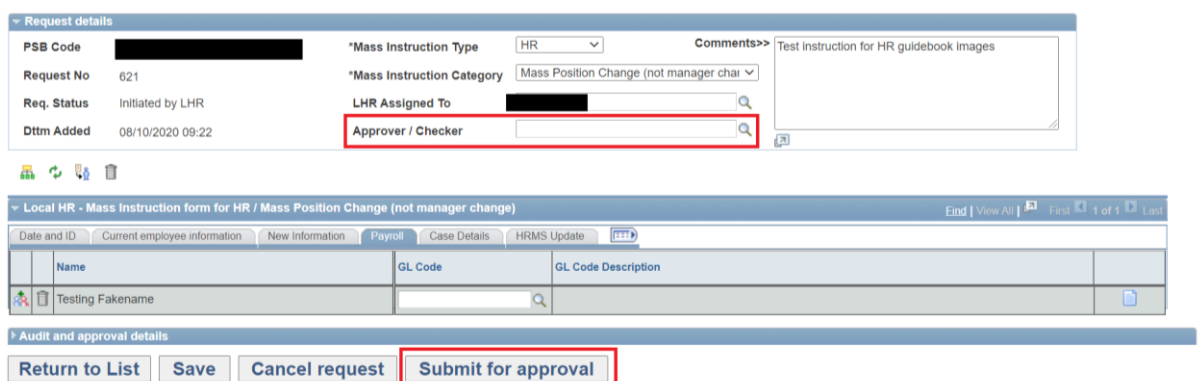
Date and ID	Current employee information	New Information	Payroll	Case Details	HRMS Update
GL Code	GL Code Description				

11. Click the “Payroll” tab. Please note that the “Name” field will carry across to all tabs once it has been populated.

12. If GL codes are used by your Department, select the appropriate code for the officer.

13. Select an Approver / Checker for the Form and click the “Submit for approval” button, if your Department has a formal approvals process.

If your Department does not require a formal approval process for audit compliance, this button will instead read “Submit to NSSO”.



Date and ID	Current employee information	New Information	Payroll	Case Details	HRMS Update
Name	GL Code	GL Code Description			
Testing Fakename					

Return to List Save Cancel request **Submit for approval**

4.3.5. Remaining Manual Position Change Types

Due to the constraints of the MIR and HRMS, the following types of position changes still require the old manual process be followed:

- Historic Position Changes

In instances where an officer cannot be added to the MIR as it is a historic change to their position data, this will have been highlighted in the MIR transaction. For these changes please raise a manual case for this update and reference that this request is a “Historic Position Change Case”

Manual cases which are not for the above exceptions **will not be processed**.

4.4. Manager Change

This MIR is for making changes to an officer's manager **only**. If additional changes to the position are required, please use the Position Change MIR. As this MIR does not have any information which must be updated onto CorePay, there is no Payroll tab.

1. Open a new Mass Instruction Form by clicking the "Create New Request" button.

521	05/18/2020 3:43PM				HR	Mass Ne
520	05/18/2020 3:20PM				HR	Mass Ne

Create new request

2. Select "Mass Position Change - manager change only" as the Mass Instruction Category.

Mass Instruction request

Request details					
PSB Code	131 REVENUE COMMISSIONERS	*Mass Instruction Type	HR	Comments>>	
Request No	9999	*Mass Instruction Category	Mass Position Change - Manager change		
Req. Status	Initiated by LHR	LHR Assigned To			
Dttm Added		Approver / Checker			

4.4.1. Tab 1: Date & ID

Local HR - Mass Instruction form for HR / Mass Position Change - Manager change only

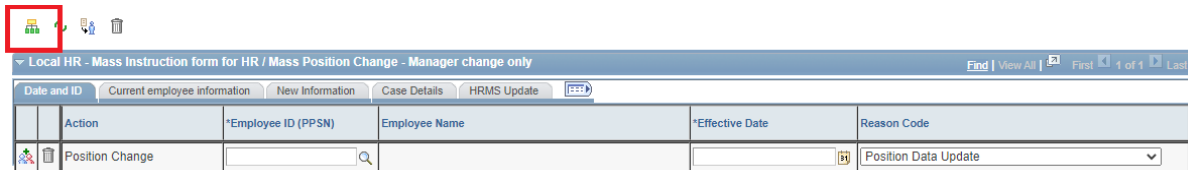
Find | View All | 1 of 1 | First | Last

Date and ID		Current employee information		New Information		Case Details		HRMS Update	
Action	*Employee ID (PPSN)	Employee Name	*Effective Date	Reason Code					
Position Change				Position Data Update					

Return to List | Save | Submit for approval

3. Enter the employee's PPSN. This can be manually input into the text field, selected from the search popup through the magnifying glass, or populated through the "Staff List Load" button.

- a. To use the Staff List Load function, click the icon to open the popup.

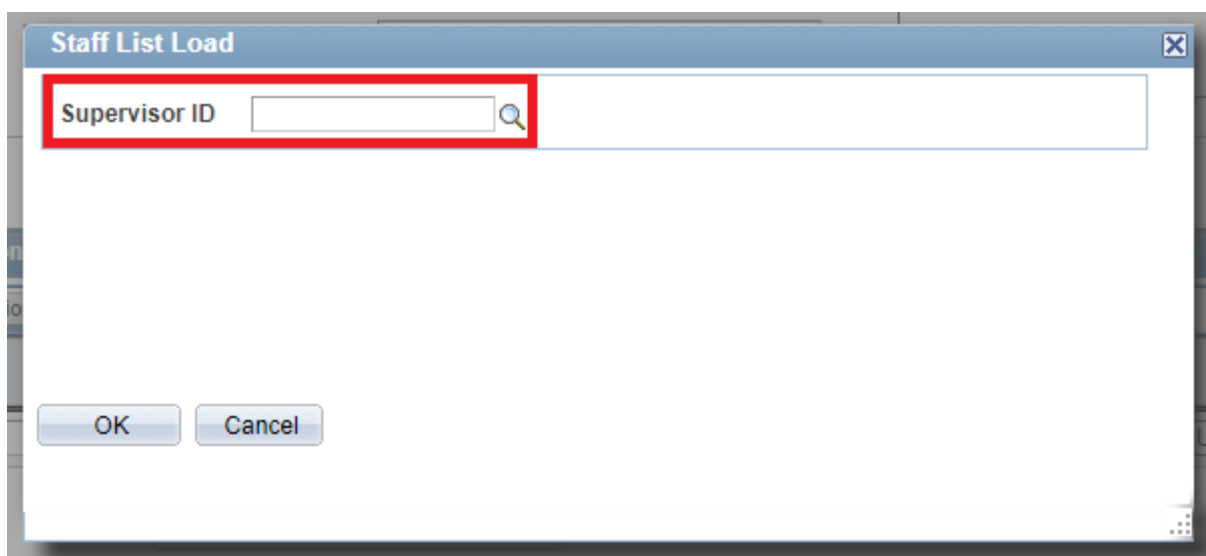


Local HR - Mass Instruction form for HR / Mass Position Change - Manager change only

Find | View All | First | 1 of 1 | Last

Date and ID	Current employee information	New Information	Case Details	HRMS Update	PPSN
Action	*Employee ID (PPSN)	Employee Name	*Effective Date	Reason Code	
Position Change	<input type="text"/>	<input type="text"/>	<input type="text"/>	Position Data Update	

- b. The manager's PPSN can be input into the text field or the search popup can be opened by clicking the magnifying glass.



Staff List Load

Supervisor ID

OK Cancel

- c. Use the search options to identify the manager. As only the first 300 results are presented, the manager may not initially appear in this list depending on the size of your Department.

Look Up Supervisor ID

Department SetID: 131

Empl ID: begins with

Formatted Name: begins with

Department: begins with

Location: begins with

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

[View 100](#) First 1-300 of 300 Last

Empl ID	Formatted Name	Job Code	Department	Location	Employee Status	Direct Reports
	Mitch McFakeName	EO			Active	7
	Jane Doe	AP			Active	4
	Siothrún Ó Bréagach	EO			Active	3

- d. Once the correct manager has been identified, you will be presented with a list of all their direct reports. All officers are selected by default.

Staff List Load

Supervisor ID EO Siothrún Ó Bréagach

Direct Reports For Siothrún Ó Bréagach

Select	Empl ID	Position Number	Job Code	Direct Report Name	Department
<input checked="" type="checkbox"/>			CO	Bruce McFakeName	IntTax-Treaties Branch
<input checked="" type="checkbox"/>			CO		C&ECCork Collection
<input checked="" type="checkbox"/>			CO	Todd McFakeName	IntTax-Treaties Branch

- e. Uncheck any employees if their records are to remain **unchanged**.

Staff List Load

Supervisor ID EO Siothrún Ó Bréagach

Direct Reports For Siothrún Ó Bréagach

Select	Empl ID	Position Number	Job Code	Direct Report Name	Department
<input checked="" type="checkbox"/>			CO	Bruce McFakeName	IntTax-Treaties Branch
<input type="checkbox"/>			CO		C&ECCork Collection
<input checked="" type="checkbox"/>			CO	Todd McFakeName	IntTax-Treaties Branch

- f. Click OK. The selected officers will have auto-populated the MIR. The effective date will need to be entered for each row before the MIR can be saved or refreshed to pull through all current information.

Local HR - Mass Instruction form for HR / Mass Position Change - Manager change only

Find | View All | First | 1-2 of 2 | Last

Date and ID	Current employee information	New Information	Case Details	HRMS Update	REF
Action	*Employee ID (PPSN)	Employee Name	*Effective Date	Reason Code	
Position Change	<input type="text"/>	Bruce McFakeName	<input type="text"/>	Position Data Update	
Position Change	<input type="text"/>	Todd McFakeName	<input type="text"/>	Position Data Update	

4. Enter the effective date for this change. **The effective date can be copied from row 1.** If you are processing multiple instructions with different effective dates through one MIR, particular care should be taken ensuring dates are accurate if the copy from row 1 function is used.

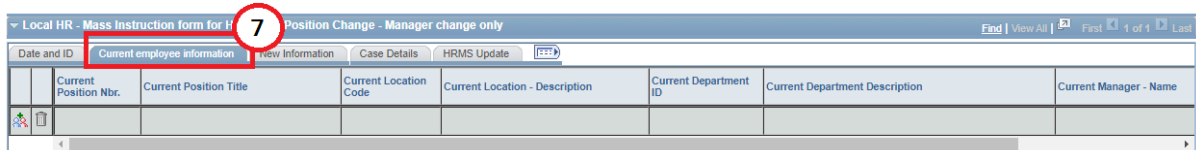
Historic position changes cannot currently be processed through the MIR.

5. Save the MIR. This generates the unique MIR number. Once the MIR has been saved, it can be refreshed with the green refresh icon. This pulls through the information onto the Current Employee Information tab, if it has not already updated, and generates the Name field which is shown across all tabs.

Note that if an officer's PPSN is being entered into the "*Employee ID (PPSN)" field manually, this step may not be necessary as the information pulls through immediately.

6. Ensure the "Reason Code" for the position change is correct, the default value is "Position Data Update".

4.4.2. Tab 2: Current employee information



Local HR - Mass Instruction form for HR / Mass Position Change - Manager change only

Find | View All | First | 1 of 1 | Last

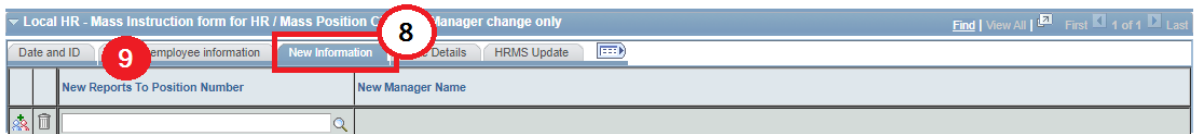
Current employee information | New Information | Case Details | HRMS Update

Date and ID	Current Position Nbr.	Current Position Title	Current Location Code	Current Location - Description	Current Department ID	Current Department Description	Current Manager - Name

- Click the “Current employee information” tab to confirm the correct officers are selected. Please note that the “Name” field will carry across to all tabs once it has been populated.

Each column shows the current HRMS data for each officer on the MIR. As there are no input boxes on this tab, once you are satisfied the appropriate officers are on the MIR, you can proceed to the next tab.

4.4.3. Tab 3: New Information



Local HR - Mass Instruction form for HR / Mass Position Change - Manager change only

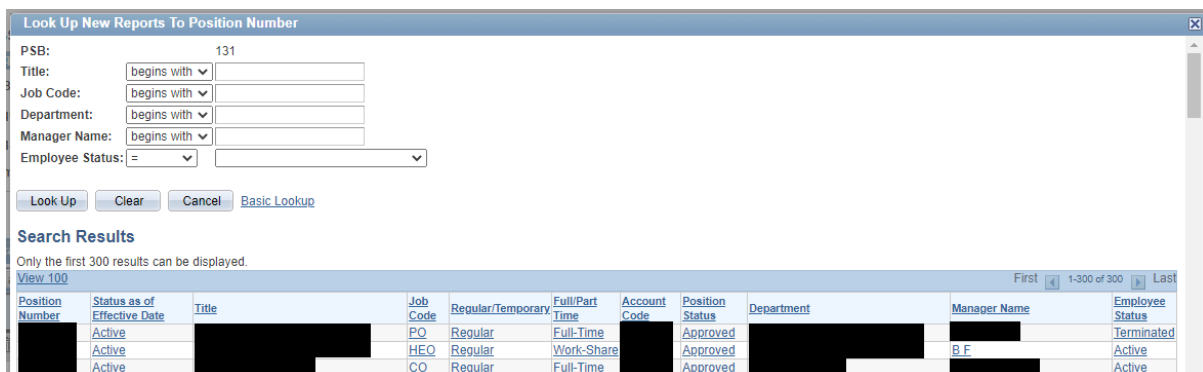
Find | View All | First | 1 of 1 | Last

Current employee information | New Information | Case Details | HRMS Update

Date and ID	New Reports To Position Number	New Manager Name

- Click the “New Information” tab. Please note that the “Name” field will carry across to all tabs once it has been populated.

- Select the new “Reports To Position Number” for the officer.



Look Up New Reports To Position Number

PSB: 131

Title: begins with

Job Code: begins with

Department: begins with

Manager Name: begins with

Employee Status: =

Look Up | Clear | Cancel | Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100


Position Number	Status as of Effective Date	Title	Job Code	Regular/Temporary	Full/Part Time	Account Code	Position Status	Department	Manager Name	Employee Status
	Active		PO	Regular	Full-Time		Approved			Terminated
	Active		HEO	Regular	Work-Share		Approved		B.F.	Active
	Active		CO	Regular	Full-Time		Approved			Active

10. Select an Approver / Checker for the Form and click the “Submit for approval” button, if your Department has a formal approvals process.

If your Department does not require a formal approval process for audit compliance, this button will instead read “Submit to NSSO”.

Request details

PSB Code	805 Agriculture, Food & Marine	*Mass Instruction Type	HR	Comments>>
Request No	9999	*Mass Instruction Category	Mass Position Change - Manager change	
Req. Status	Initiated by LHR	LHR Assigned To	[Redacted]	
Dttm Added		Approver / Checker		



Local HR - Mass Instruction form for HR / Mass Position Change - Manager change only

Find | View All | First 1 of 1 Last

Date and ID	Current employee information	New Information	Case Details	HRMS Update
	Name	New Reports To Position Number	New Manager Name	
	Testing Fakename			

[Return to List](#)
[Save](#)
[Submit for approval](#)

4.4.4. Remaining Manual Manager Change Types

Due to the constraints of the MIR, the following types of manager changes still require a manual case:

- Historic Manager Changes

In instances where an officer cannot be added to the MIR as it is a historic change to their position data, this will have been highlighted in the MIR transaction. For these changes please raise a manual case for this update and reference that this request is a “Historic Position Change Case”

Manual cases which are not for the above exceptions **will not be processed**.

5. Making Amendments to an MIR

Once an MIR has been processed by the NSSO it cannot be amended or changed in any way. The only two instances when an MIR can be amended are:

- When a MIR has **not yet been processed** and HR request it back from the OSM Team.
- When an error causes a row to fail. The MIR will be returned to HR and the failed rows can be amended.

If an amendment is required **after an MIR has been processed within the NSSO**, please follow the procedures outlined in the two sections below. For urgent changes, please also email orgstructure@nssso.gov.ie.

5.1. Position Change, Manager Change, Internal Transfer

If a change to the officer's position information is required from the same effective date as the original MIR, a new Position Change or Manager Change MIR can be used. The new information provided will overwrite the existing data on HRMS from the effective date provided.

Where this change of information is supplied via email to the NSSO, you will be asked to make this change through a new MIR request.

5.2. New Hires and Rehires

A **new case should be manually raised on behalf of the Officer**, outlining the required change. As with the OBO Cases created by the MIR, these manually created cases should be raised **in the officer's name**. These cases should be raised with the OSM Team regardless of the required change. Only in instances where you cannot raise an OBO Case due to a future hire date should the case be raised in your own name.

Please include the effective date, “MIR Amendment” in the Case Summary and either the MIR number or the case ID of the original OBO Case created through the MIR.

Changes to the position information on a New Hire MIR can be processed through a Position Change MIR, however, this facility can only be used on or after the officer’s hire date. If the change is more urgent, please raise a manual case as outlined above.

Where this change of information is only supplied via email to the NSSO, you will be asked to raise a case with the OSM Team on behalf of the officer so this change can be properly tracked and managed.

6. Error Index

Validations, checks and restrictions have been integrated into the MIR system in order to assure consistency across instructions. Some of these validations and checks run while the MIR is being filled in, others only run when the form is being submitted for approval, if an approvals process is in use, and again when being submitted to the NSSO.

6.1. Common Error Messages for Two or More MIRs

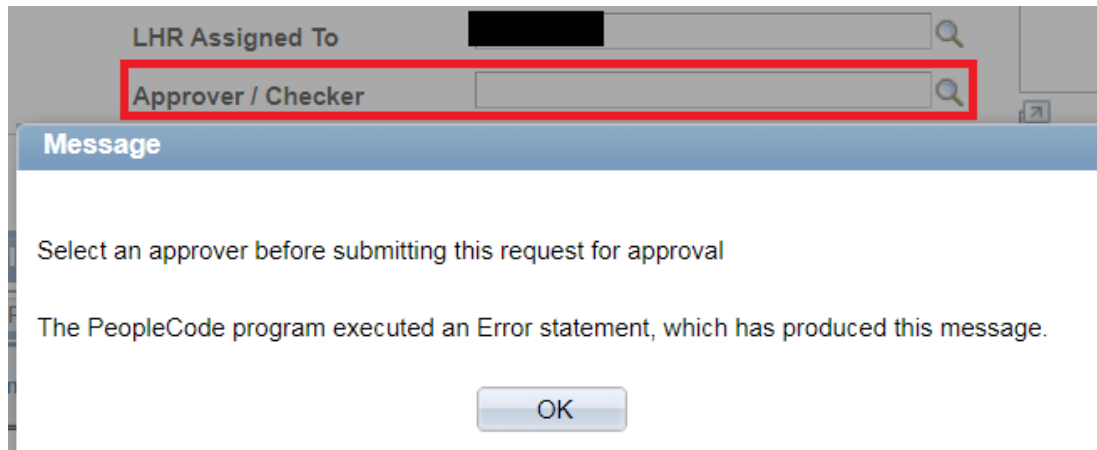
6.1.1. Approver has no email. Error code: (21020,201).

The Approver / Checker does not have an email address recorded on CMS. The MIR can still be submitted to them but they will not receive the automatic email notifying them of the MIR awaiting their approval.



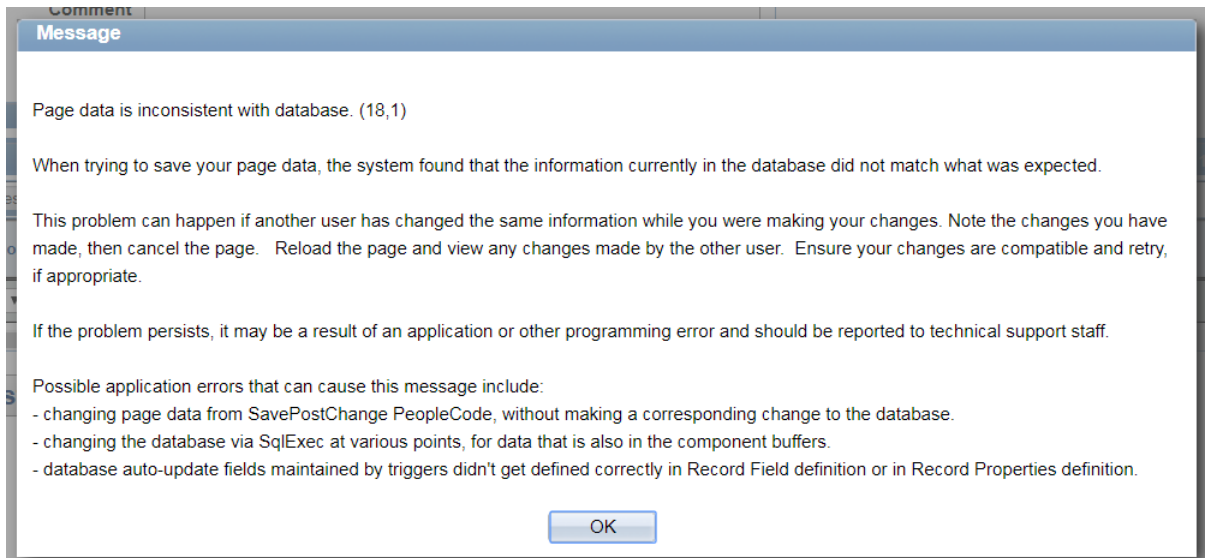
6.1.2. Approver is required. No error code.

An Approver / Checker must be selected before an MIR can be submitted for approval. This only applies to Departments who have not requested to disable the approval mechanism.



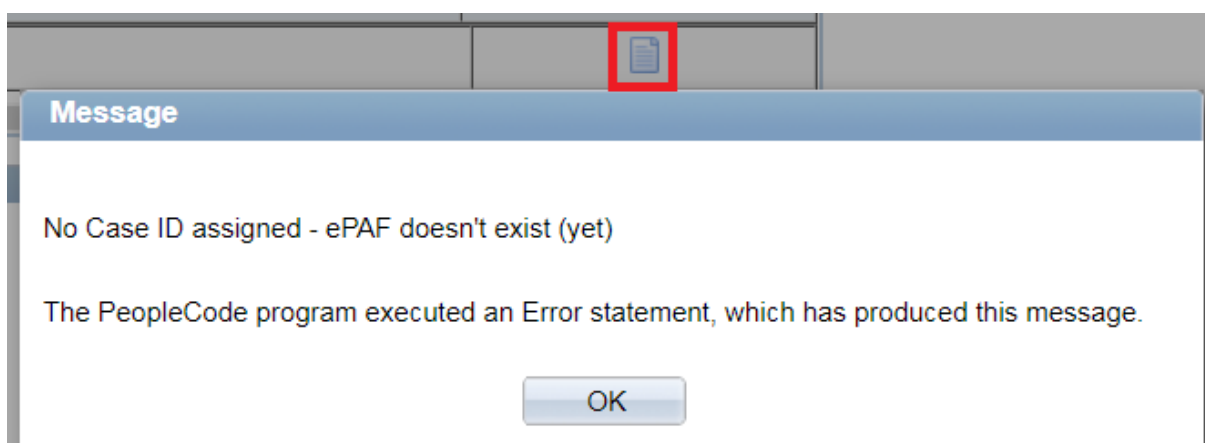
6.1.3. Conflicting information on database. Error code: (18,1).

Usually occurs where two HR officers are updating an MIR at the same time. The second officer to try to save the MIR will trigger this error.



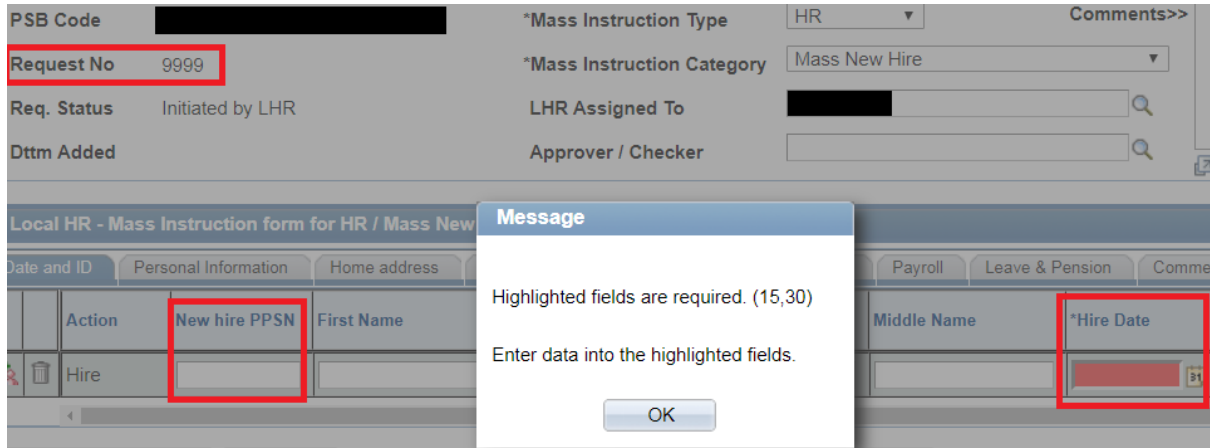
6.1.4. ePAF not yet created. No error code.

The ePAF is created when the OBO Case is raised through the MIR. It is not available to view before that time.



6.1.5. Fields required to save an MIR. Error code: (15,30).

Every row needs **at least** a valid PPSN and an Effective Date in order to save the MIR at any point. The unique Request No. for your Department will only generate once the first row has these two fields filled out.



PSB Code [Redacted] *Mass Instruction Type HR Comments>>

Request No 9999 *Mass Instruction Category Mass New Hire

Req. Status Initiated by LHR LHR Assigned To [Redacted]

Dttm Added Approver / Checker [Redacted]

Local HR - Mass Instruction form for HR / Mass New Hire

Date and ID Personal Information Home address Payroll Leave & Pension Comments

Action New hire PPSN First Name Middle Name *Hire Date

Hire [Redacted] [Redacted] [Redacted] [Redacted]

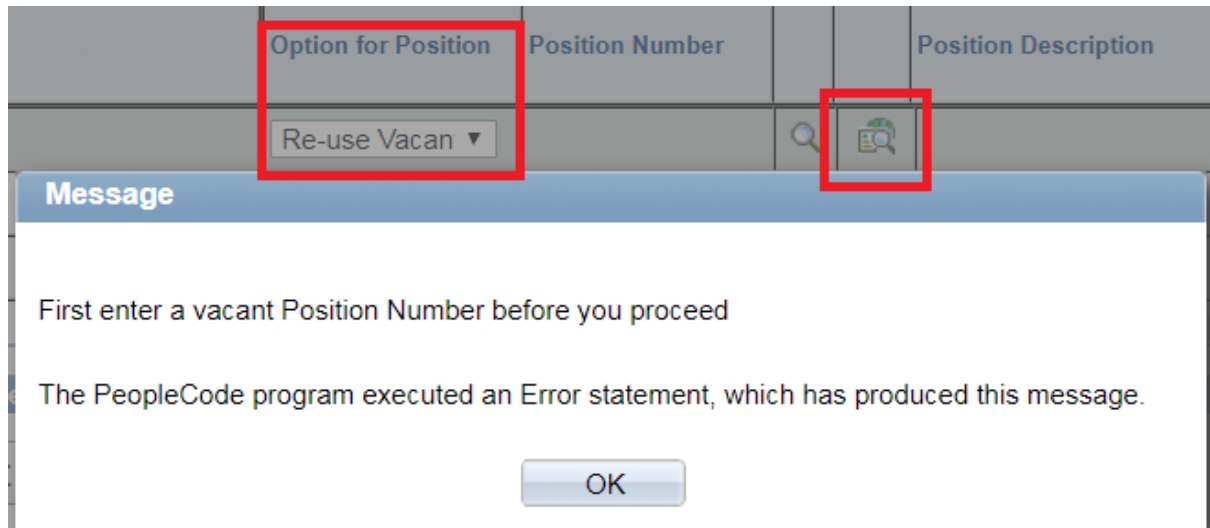
Highlighted fields are required. (15,30)

Enter data into the highlighted fields.

OK

6.1.6. Position details cannot be edited. No error code.

In order to open the Position Details popup, a vacant position number must already be selected or the Option for Position drop down menu must be set to Create New.



Option for Position Position Number Position Description

Re-use Vacan

Message

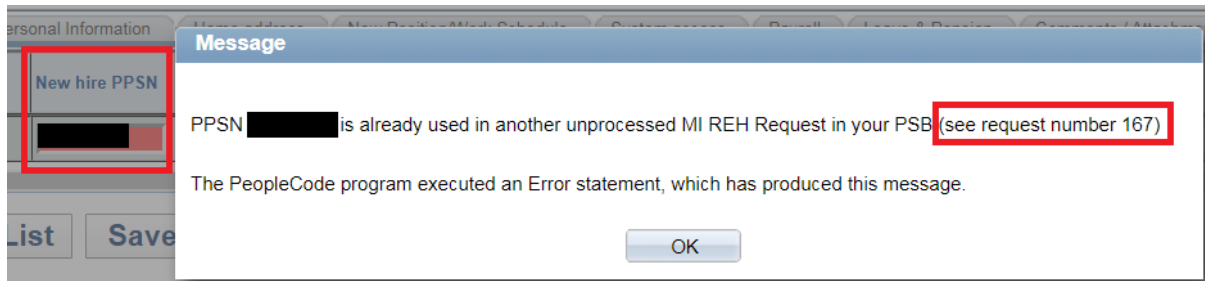
First enter a vacant Position Number before you proceed

The PeopleCode program executed an Error statement, which has produced this message.

OK

6.1.7. PPSN in use in another MI. No error code.

If an officer's PPSN is already in use in an existing MIR which has not yet been processed, you will be referred to the existing MIR.

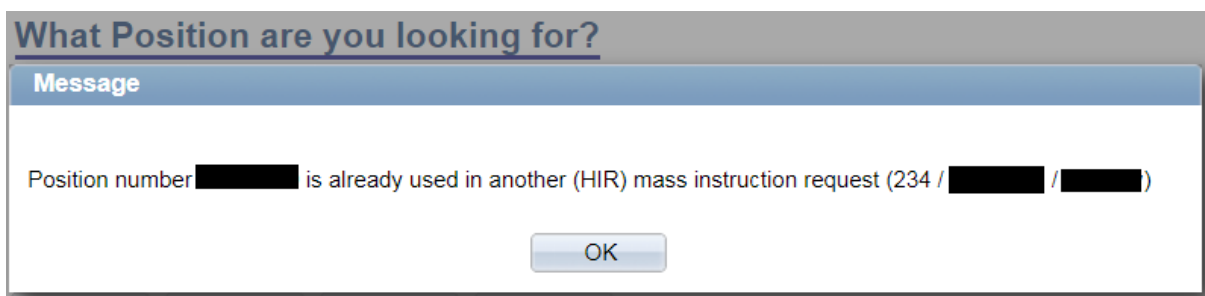


6.1.8. Vacant position number in use in another MIR. No error code.

If a selected vacant position number is already in use in another MIR which has not yet been processed, you will not be able to also select it. The error message provides the following information:

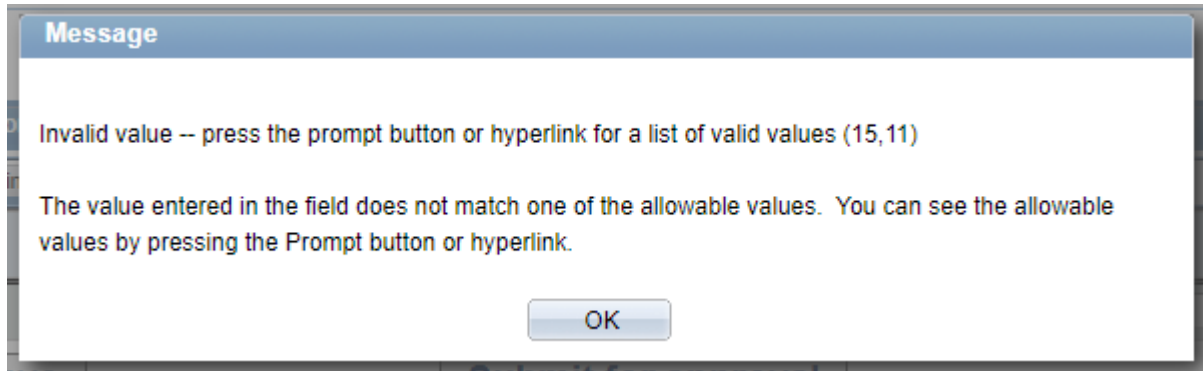
- the position number,
- the existing MIR type and request number, **and**
- the existing officer's PPSN and Last Name.

Clicking OK on this error message will return you to the Look Up Vacant Position Number popup so a different vacant position number can be selected.



6.1.9. Value is Invalid. Error code: (15,11)

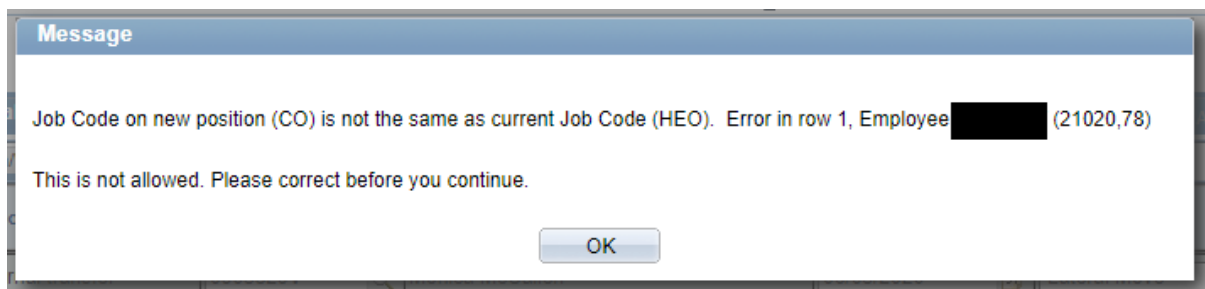
The value entered into a field does not match one of the recognised values for that field. Examples include the PPSN field for all MIRs other than Hires, the HRMS Grade Code field, and the Step field.



6.2. Internal Transfer Error Messages

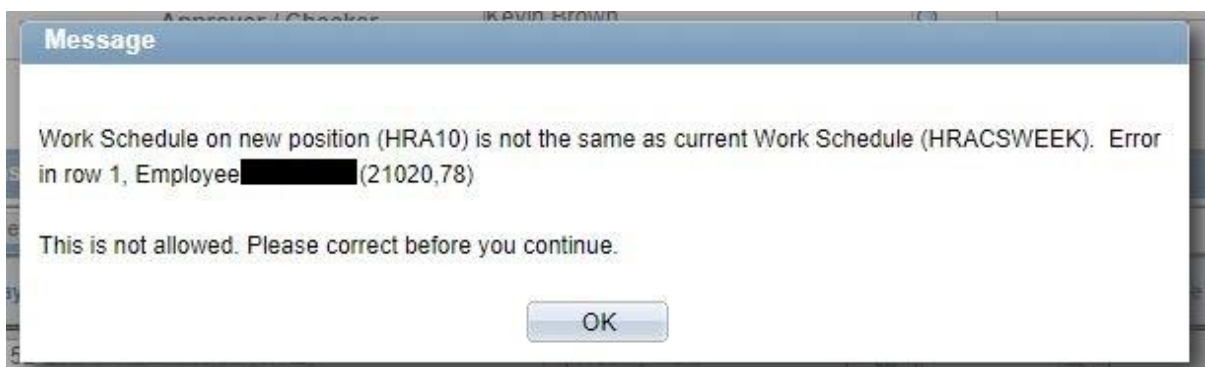
6.2.1. Cannot Change Job Codes through Internal Transfer MIR. Error code: (21020,78).

The Internal Transfer MIR cannot be used to correct data errors relating to an officer's Job Code or otherwise process changes to the Job Code. Please raise a manual case with the OSM Team to process these changes.



6.2.2. Cannot Change Workschedule through Internal Transfer MIR. Error code: (21020,78).

Unfortunately, you cannot change workschedule through Internal Transfer MIR at this time. The MIR should be completed as if there was no change to the workschedule. A separate case should be raised with the Leave Management Team for a workshare pattern change.

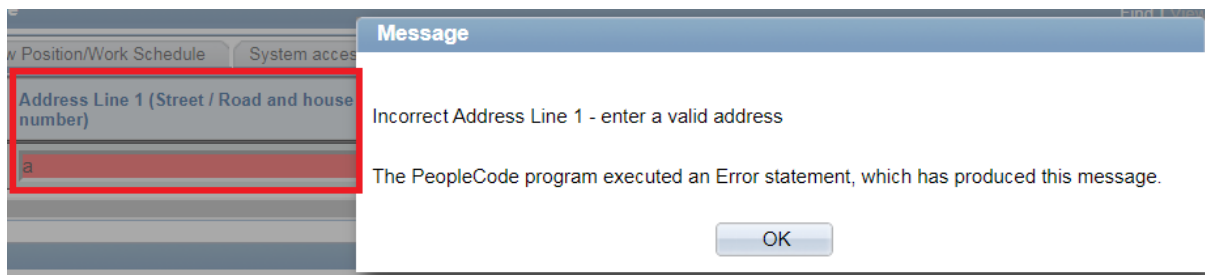


6.3. New Hire Error Messages

The following error messages only occur in the Mass New Hire MIR.

6.3.1. Address Line 1 length requirement. No error code.

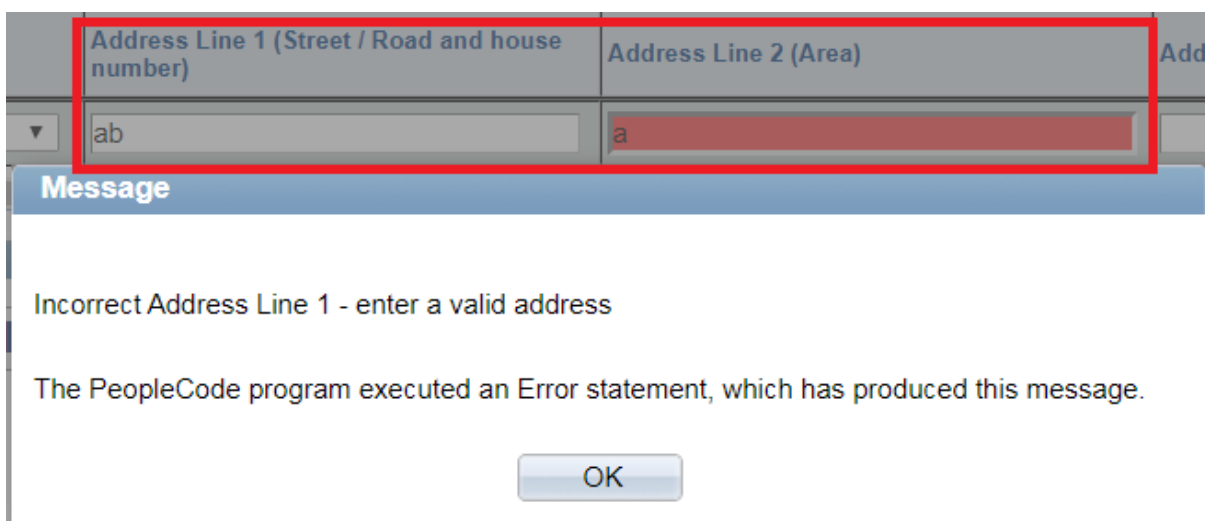
The Address Line 1 (Street / Road and house number) must be two characters long at minimum.



6.3.2. Address Line 2 length requirement. No error code.

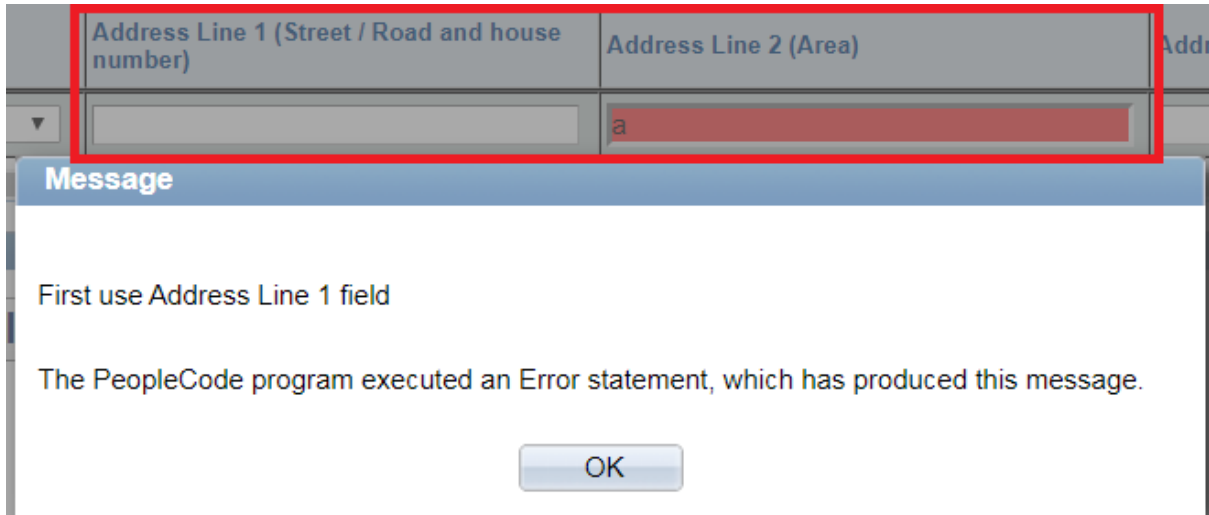
Address Line 2 must be a minimum of two characters. This minimum character requirement does not apply to Address Line 3.

As the same validation applies to Address Line 2 and Address Line 1, the error message text is the same for both fields. The field that triggered the error message will be highlighted in red.



6.3.3. Address Line 1 must be filled out before Address Line 2. No error code.

Address Line 2 is the only address field with this validation.



Address Line 1 (Street / Road and house number)	Address Line 2 (Area)
	a

Message

First use Address Line 1 field

The PeopleCode program executed an Error statement, which has produced this message.

OK

6.3.4. Email structure. Error code: (17834,13979)

A number of validations have been placed on both business and home email addresses to ensure that the data entered adheres to the minimum standard structure [a@b.c](#).



Business Email Address
no change

Message

The E-mail is invalid. e.g. Name@CompanyName.com (17834,13979)

E-mail must have @ sign and a period.

OK

6.3.5. IBAN structure. Error code (21020,100).

There are a number of validations on the IBAN to ensure that it adheres to the set structure. Unlike the PPSN validation, there is only one error message regardless of what issue there is with the IBAN.

Non-standard increment Date	BIC - Bank Identification	IBAN - Bank Account Number	GL Code	GL Code Description
<input type="checkbox"/>	AIBKIE2D	IE29AIBK931152123456789101112		

Message

This is not a valid International Bank Account Number (IBAN) (21020,100)

The IBAN is incorrectly formatted, does not have the correct country code or check digits or is not the correct length. Please review the entry and correct.

OK

6.3.6. Non-standard increment dates. No error code.

The date of the next increment must be the hire date plus one day at the earliest. The hire date for the row is included in the format YYYY-MM-DD in the error message.

Annual Rate	*Increment On-Hold	Non-standard Increment Date	Date Next Increment	BIC - Bank Identification
	Yes <input type="button" value="v"/>	<input checked="" type="checkbox"/>	10/01/2020 <input type="button" value="31"/>	

Message

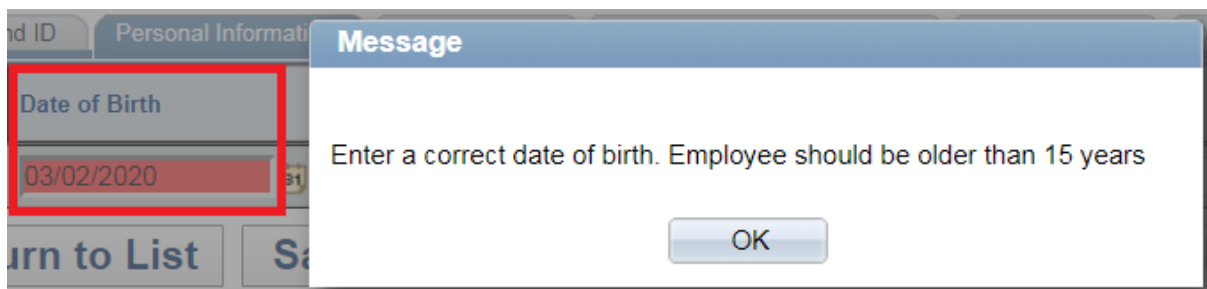
Increment date can't be the same or before the effective date (2020-10-05).

The PeopleCode program executed an Error statement, which has produced this message.

OK

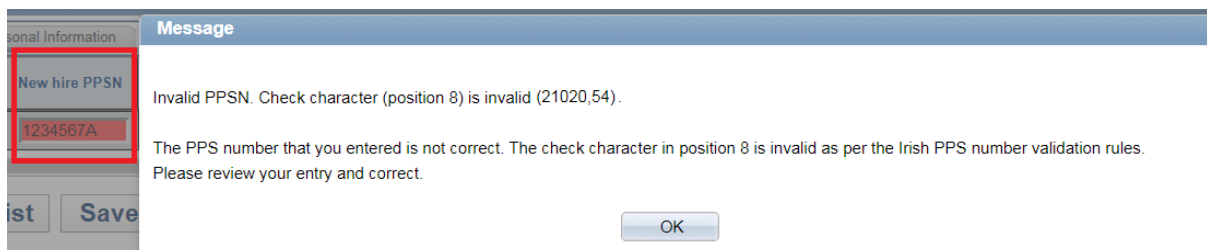
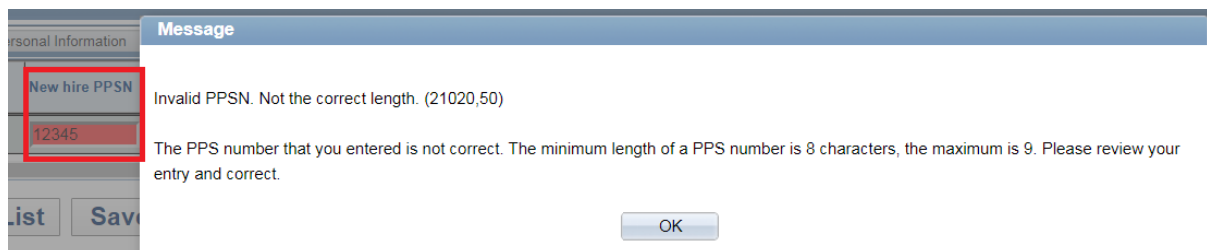
6.3.7. Officer must be at least 15 years old on the hire date. No error code.

The Date of Birth entered is checked against the Hire Date and the officer must be at least 15 on the Hire Date in order for the row to be saved. See the example error message generated from a Date of Birth 03 February 2020 and a Hire Date of 10 February 2020.



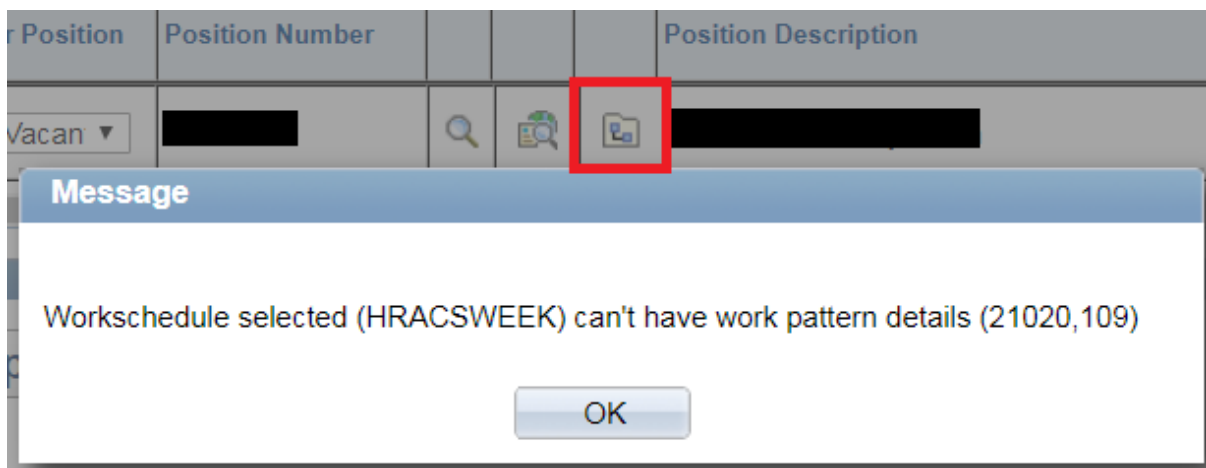
6.3.8. PPSN structure. Error codes: (21020,50), (21020,54)

A number of validations are in place to ensure that the PPSN adheres to the set structure. Please note that the validations can only ensure that a valid PPSN is entered and there is no way to ensure that the correct PPSN for that officer is entered.



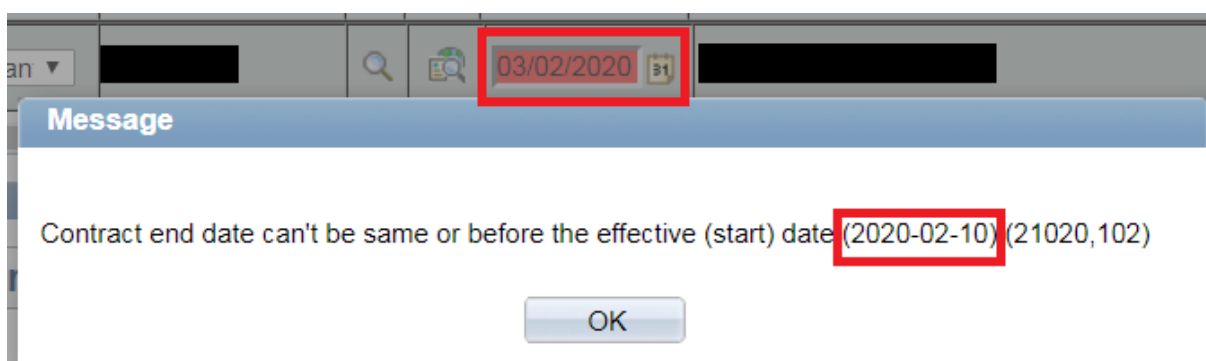
6.3.9. Selecting days worked not available for full time officers. Error code (21020,109).

As officers who are working full time, that is on a HRACSWEEK/HRA - Civil Service Standard Week workschedule, will always be working full days on HRA hours Monday to Friday inclusive, selecting what days the officer is working is not required for this work schedule.



6.3.10. Temporary officers on a contract with an end date. Error code: (21020,102).

For temporary officers who are **not** on an open ended contract, an end date which is the hire date plus one day at the earliest is required. The hire date for the row is included in the format YYYY-MM-DD in the error message.



6.4. Error Message labels & Related Fields

EFFDT	Hire/Effective date
EMAIL_ADDR	business email
FIRST_NAME	First Name
LAST_NAME	Last Name
BIRTHDATE	Date of Birth
RQST_FOR_EMPLID	PPSN
JOBCODE	located in Position Details popup on “New Position/Work Schedule” tab
ADDRESS1	Address Line 1
CITY	*City / Town
REG_TEMP	located in Position Details popup on “New Position/Work Schedule” tab
GRADE	HRMS Grade Code
STEP	Step
FULL_PART_TIME	located in Position Details popup on “New Position/Work Schedule” tab
CS_BANK_ID	IBAN
PRODUCT_ID	Paygroup
BENEFIT_PLAN	Pension Scheme
ICS_MI_BEN_VAC_PLN	Annual Leave entitlement
OFFICER_CD	Officer Code

CS_IBIC	BIC
ICS_MI_SERV_IND	Previous CS Service in Current Year
CS_ABSW_SCHEDULE.ABSW_ SCHEDULE(1).ABSW_SCHD_ID	Work Schedule, located in Position Details popup on “New Position/Work Schedule” tab
CS_ABSV_PLANS	Annual Leave Entitlement