NER – Salary

Guide for Medical ManpowerUsers

NDTP – DIME

Prepared by:	DIME Team HSE NDTP
Approved by:	
Version number:	V2 - Draft
Date:	October 2024

HSE NDTP NATIONAL DOCTORS TRAINING & PLANNING

NDTP Support Contact Details

dime.team@hse.ie

National Doctors Training & Planning Block 9E,
Sancton Wood Building Heuston South Quarter
Saint John's Road West Dublin 8

www.hse.ie/doctors

Table of Contents:

1. Introduction: 4
2. Salary Section on DIME 4
   2.1 Accessing the Salary Section on DIME 4
   2.2 Downloading the Payscales Guide 5
   2.3 Updating NCHD Salary Details 6
      2.3.1 NCHD Salary Details 6
      2.3.2 Update Salary Details by Bulk Upload 7
      2.3.3 Update Salary Details by NCHD 10
      2.3.4 Amend NCHD Salary Details 10
      2.3.5 Comments on Salary Details 13
      2.3.6 Download Salary Details 14
   2.4 Reports 16
      2.4.1 Pay Sale History Report 17
3. Compatibility Settings 18

1. Introduction:

The National Taskforce on the NCHD Workforce was established by the Minister for Health in September 2022. The purpose is to put in place sustainable workforce planning strategies and policies to improve the NCHD experience. Among the recommendations were to expand the National Employment Record (NER) to address key enhancements identified by NCHDs. This included the NCHD Salary and Point on Scale.

When NCHDs rotate employers they are required to provide a verification of service form/letter from their previous employer to their new employer, this is to provide salary details including grade, point on scale and incremental date. The request for this information happens at the busiest time of the year for the NCHD and the Medical Workforce Department. Failure to provide this on time can lead to NCHDs being placed on the incorrect point of the salary scale or even the first point. This then leads to underpayment/overpayment corrections for the NCHD, and additional work for Medical Workforce departments and salary departments.

DIME has now been enhanced to include the required information in relation to salary. This will be populated by Medical Workforce from 8th July 2024. Medical Workforce using this data together with the career history on DIME and the uploaded CV of the NCHD will be able to set up an NCHD on the correct salary, without the need for additional paperwork.

2. Salary Section on DIME

2.1 Accessing the Salary Section on DIME

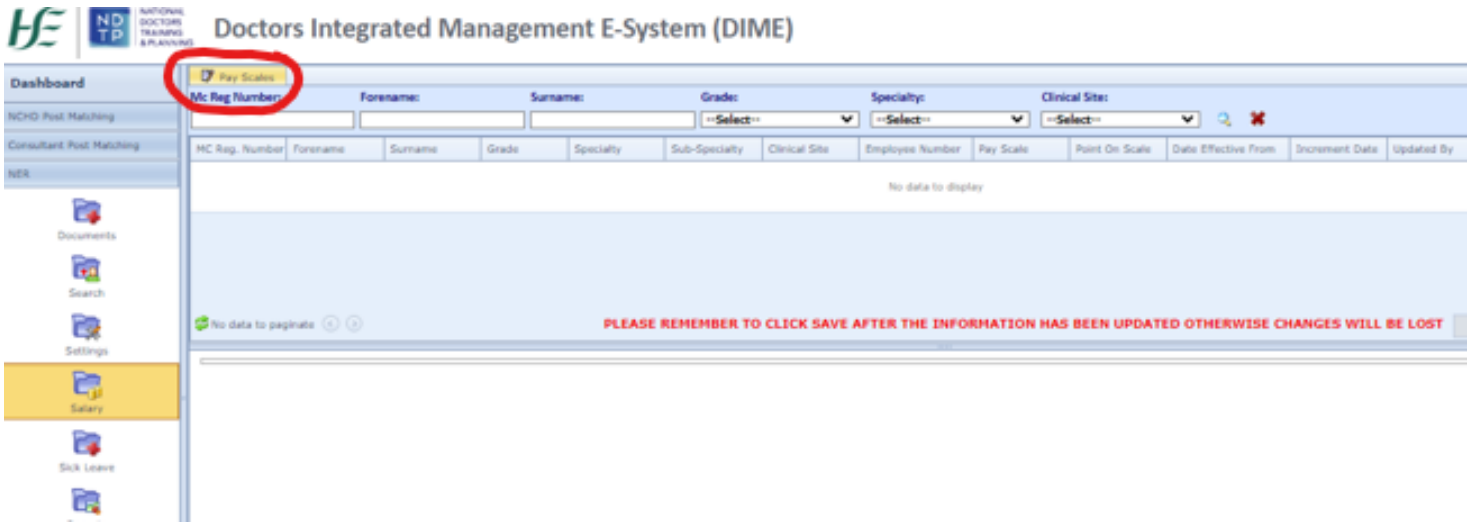
The DIME system can be only accessed from a PC / Laptop. Please note that Google Chrome is the recommended browser for accessing the portal.

Once you have logged onto NDTP-DIME the NER Module will be displayed on the left hand side of the screen.

Select Salary from the menu.

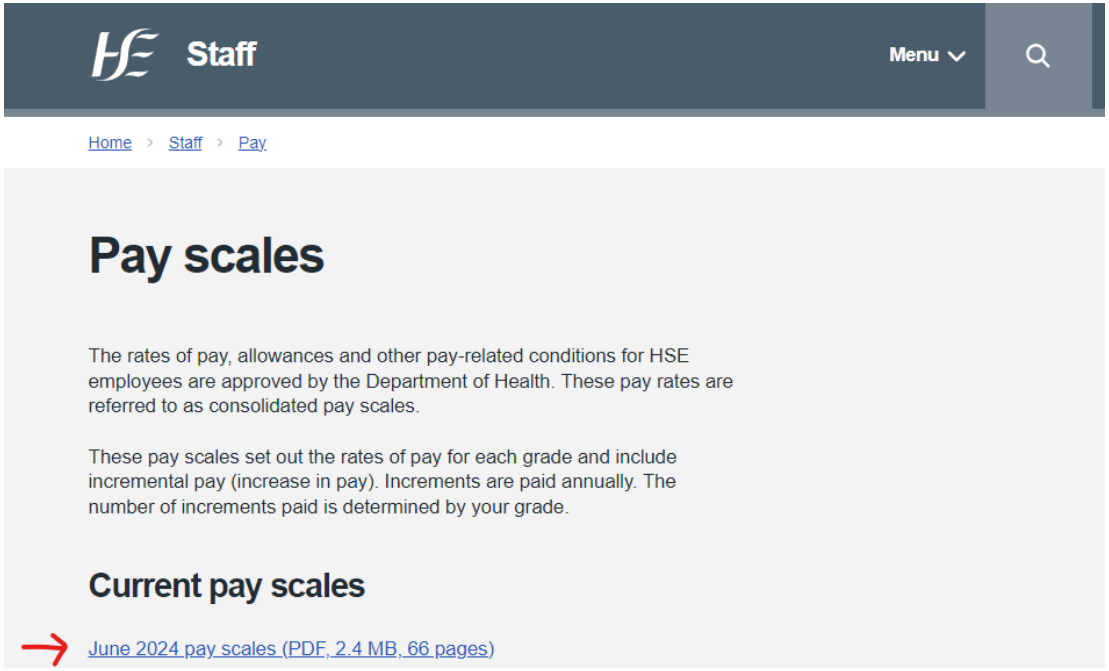
2.2 Downloading the Pay Scales Guide

i.



At the top of the Salary screen, there is a link to the Pay Scales Guide. Click on 'Pay Scales" button and it will download a PDF of the most recent version of the HSE pay scales guide. Click on this hyperlink to access a list of all current HSE pay scales.

ii.



2.3 Updating NCHD Salary Details

2.3.1 NCHD Salary Details

Medical Workforce departments can update the salary details of NCHDs via DIME. There are two options to facilitate this:

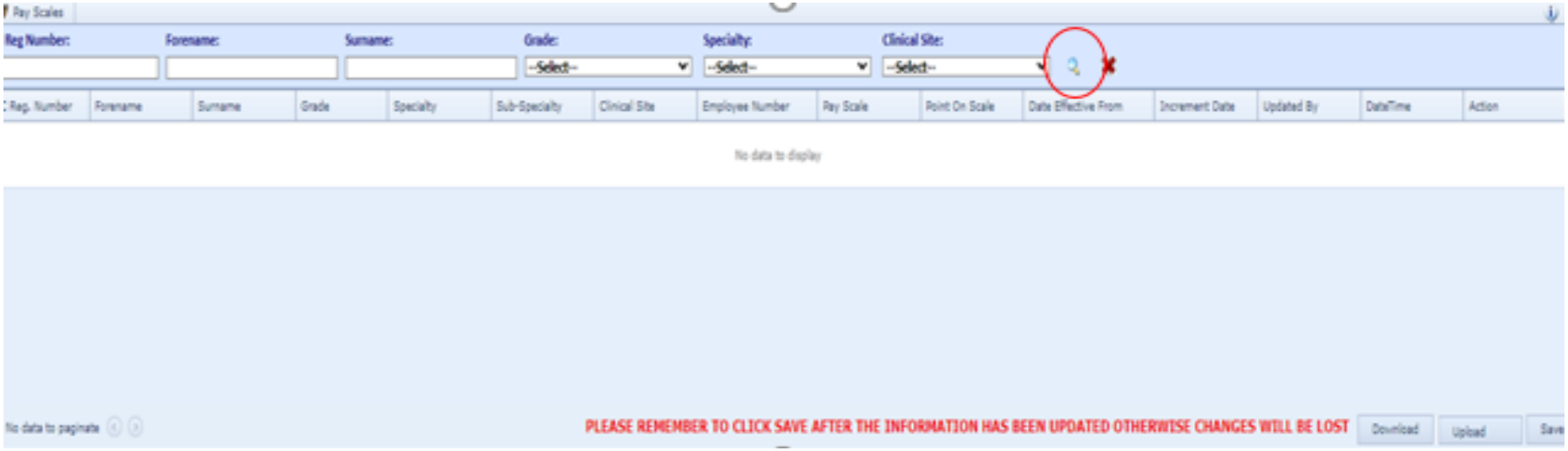
- Bulk upload
- Edit an individual NCHD record

Once an NCHD has commenced employment with a Clinical Site, Medical Workforce can update this information**. This information cannot be populated until an NCHD has commenced in post**. Clinical site will be able to view their previous pay details of NCHDs who are post matched for a future date.

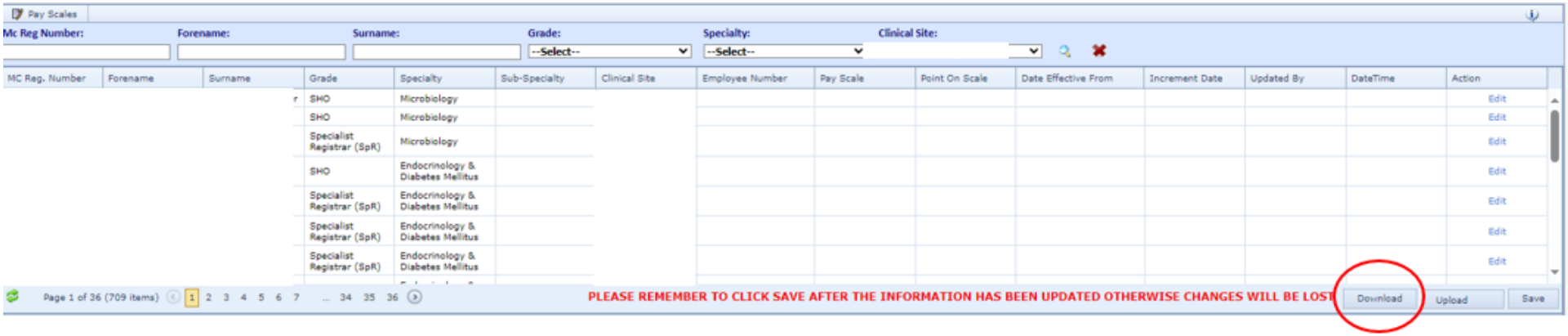
When a ‘post match’ has ended the pay details will move to the ‘pay details from previous posts section’. The current pay scale entry will reset allowing the clinical site to update the NCHD’s pay details.

2.3.2 Update Salary Details by Bulk Upload

Salary details can be uploaded for current NCHDs in bulk. Click on the search button to display all NCHDs who are currently in your employment.



This will display NCHDs who are currently post matched to your site. Click on the download button and a pre populated excel spreadsheet with the NCHDs details will be available to update.



Once the excel document has been downloaded the following fields can be populated for each NCHD:

- Employee Number
- Pay Scale
- Increment date
- Point on scale
- Date Effective from

Note NCHDs employed as Interns will have their pay scale and point on scale automatically populated.

What should I enter in the 'date effective from' section?
This is the date the NCHD went onto their current payscale.

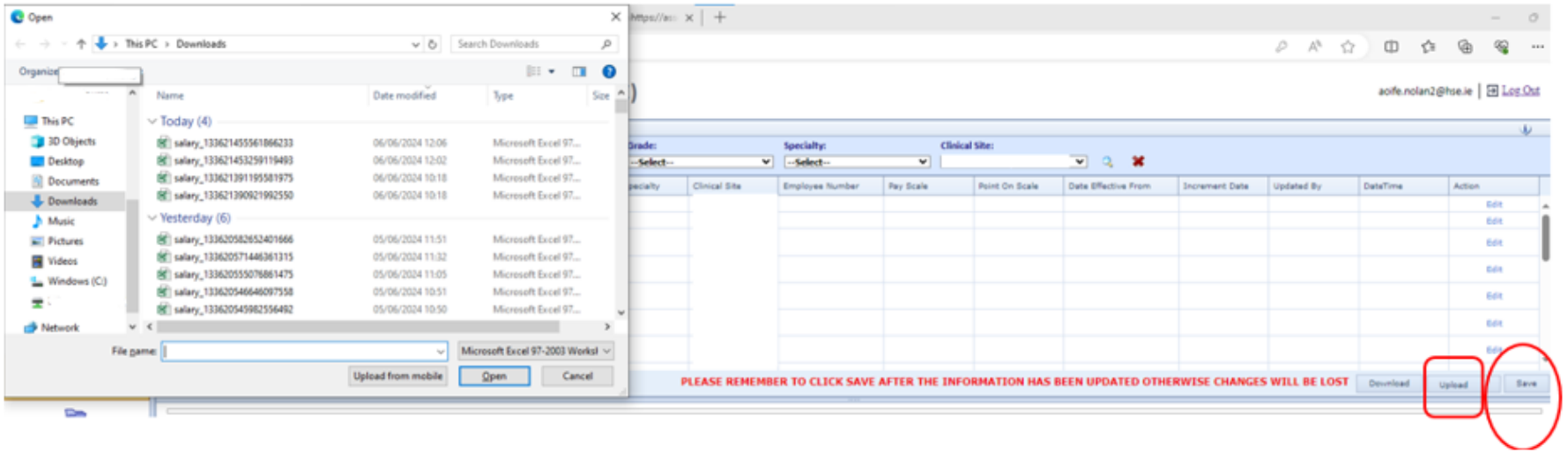
I do not know the 'date effective from'?
If you do not have the exact date you should follow the following steps:

- Look at the NCHDs CV and check that they had continuous service.
- If they had continuous service for the past 12 months you can make the assumption that they went onto their current payscale one year prior to their incremental date. Please ensure that you put a comment in the comment section outlining that this information. Generally it will be one year prior, however in some instances the date may vary if the NCHD took a period of leave that did not attract incremental credit.
- If there was a break in service in the past 12 months factor this into the date as they would not have accrued incremental credit for this period. Please ensure you place a comment in the comment section outlining this information.

Once the spreadsheet is populated with the relevant details, save the file to a location of your choice.

Click on the Upload button.
This will open a new window allowing the user to navigate to where the file has been saved. Select the file and click the open button.
The pay details will then be populated on the DIME screen.

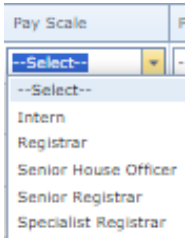
In order for the bulk upload to save it is essential that users click on the SAVE button.

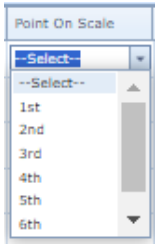


I am getting an error when I try to do the bulk upload of my excel document:

If you get an error message when trying to upload your spreadsheet, you should follow these steps:

- Ensure all grades are entered correctly with no additional spaces or spelling errors, and the full title of the job is entered.
- Ensure all dates are in the correct format and complete. The only blank dates should be the incremental date when an NCHD in on the maximum point of scale.
- Ensure the point of scale is entered in the correct format with no spelling errors or additional blank spaces and there is a ‘th’ or ‘rd’ in the point on the scale description.



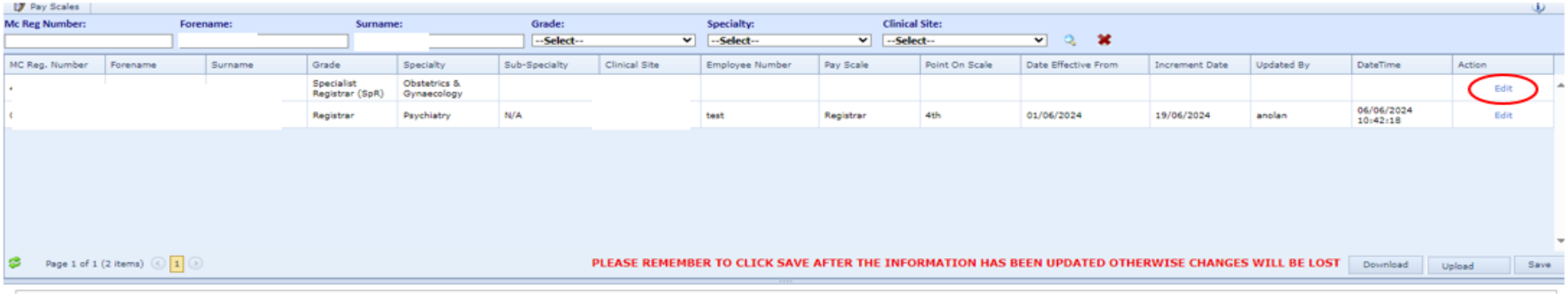


2.3.3 Update Salary Details by NCHD

Salary details can be entered by individual NCHD.

Search for the NCHD by using the filters at the top of the screen and clicking the magnifying glass.

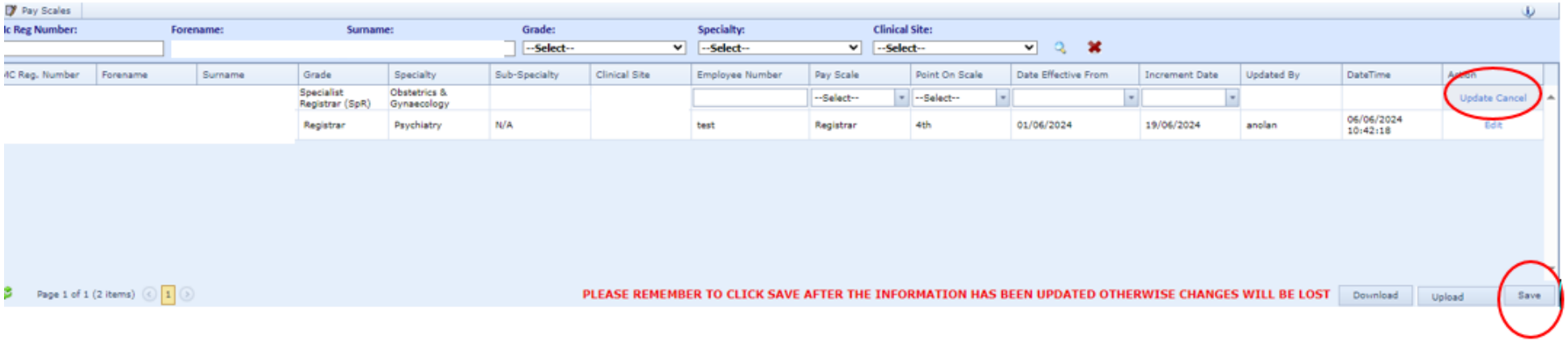
This will display NCHDs on your clinical site based on the criteria selected.



Click on the edit button for the NCHD whose details you wish to add. This will put the relevant row into edit mode and the pay scale details can be input.

Click the "update" button followed by the "save" button to ensure the pay details are saved.

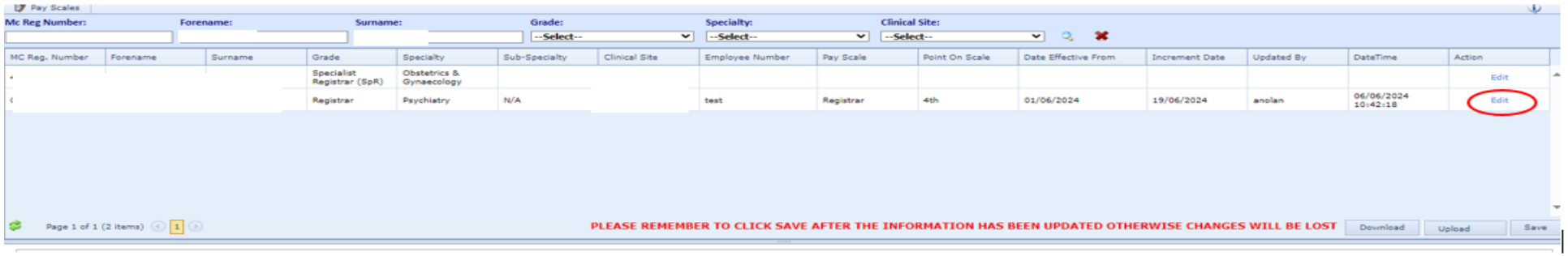
Click "**cancel**" if you wish to exit edit mode without making any changes.



2.3.4 Amend NCHD Salary details

Salary details may be amended for an individual NCHD.

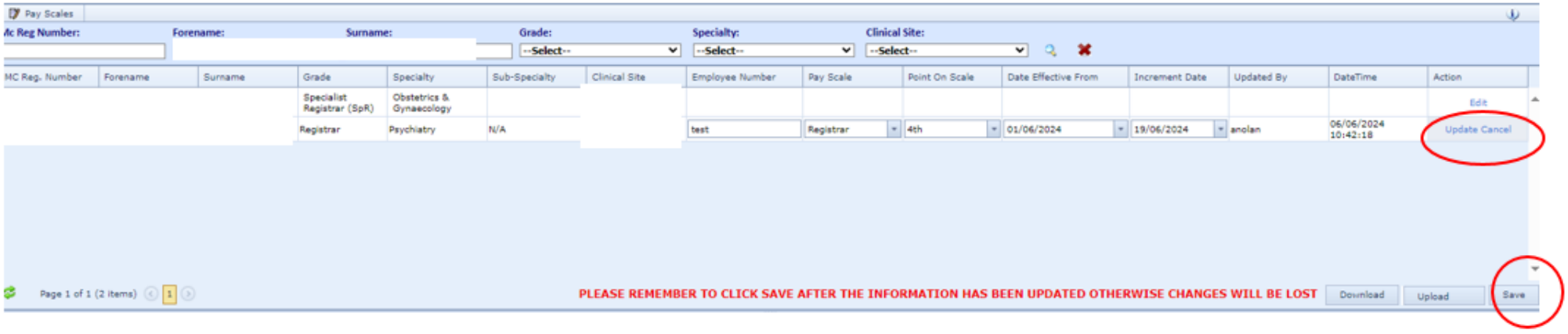
Search for the NCHD by using the filters at the top of the screen and clicking the magnifying glass. This will display NCHDs on your clinical site based on the criteria selected.



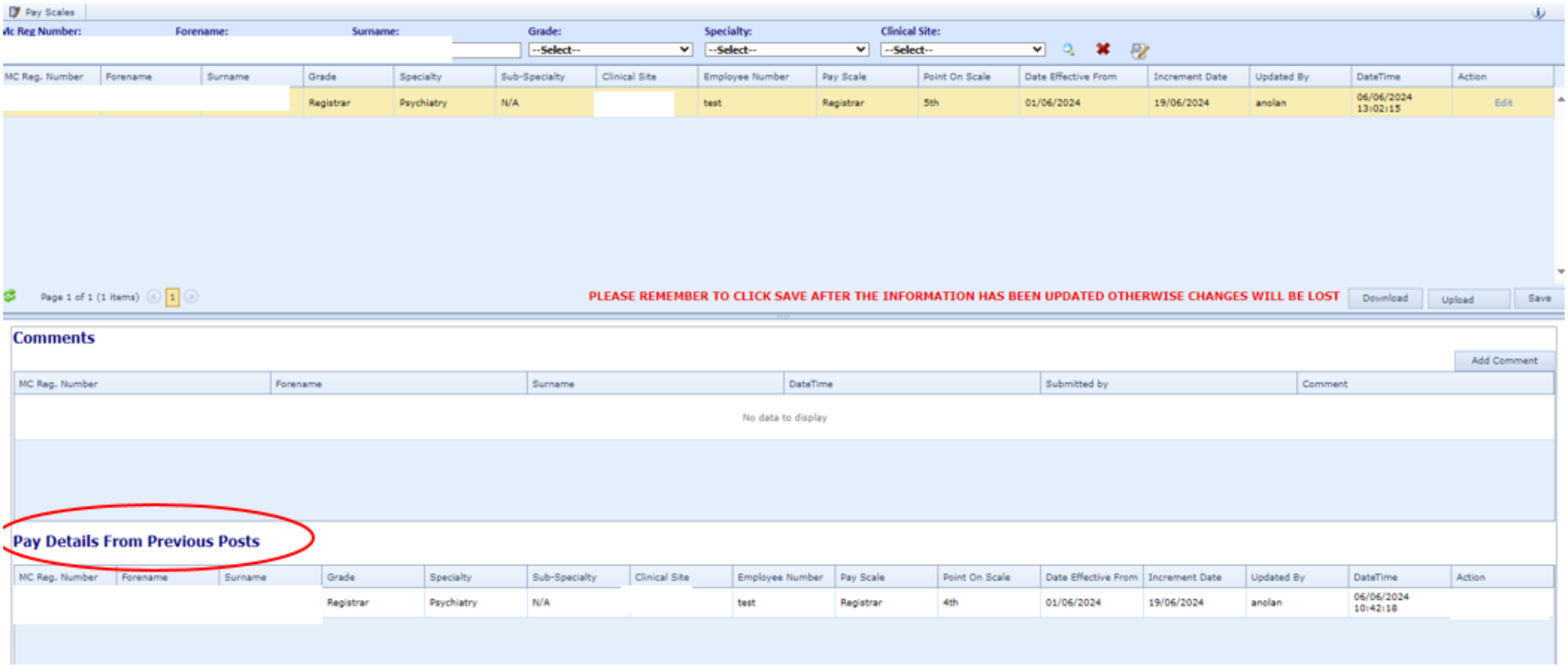
Click on the edit button for the NCHD whose details you wish to amend. This will put the relevant row into edit mode and the details can be updated.

Click the "update" button followed by the "save" button to ensure the pay details are saved.

Click "**cancel**" if you wish to exit edit mode without making any changes.



If you edit Salary Details, the previous entry will now move to the ‘Pay Details From Previous Posts’ Section.



2.3.5 Comments on Salary Details

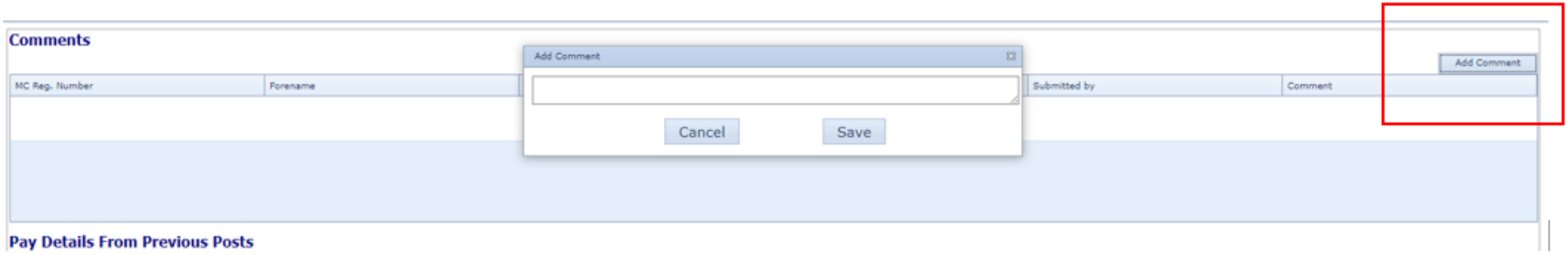
Medical Workforce may add in comments for an NCHD. Search for the NCHD using the filters at the top of the screen.

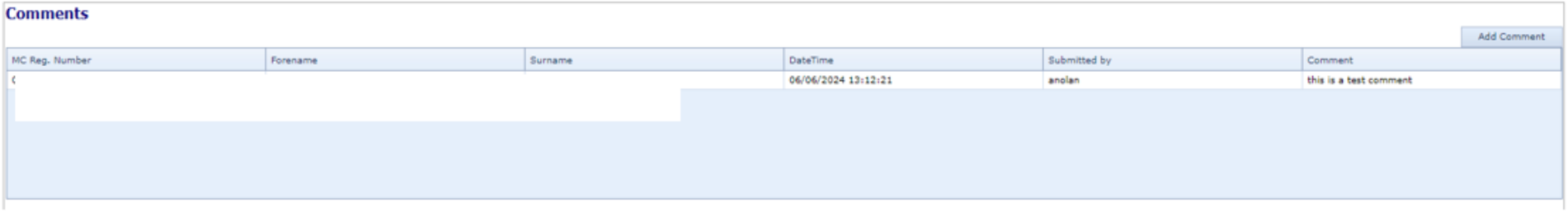
Select the NCHD by double clicking on their record.

Click on the ‘add comment’ button. A pop up window will appear on screen where notes can be added.

Click ‘cancel’ to navigate back to the main section and no comments will be saved.

Click ‘save’ to save comments in this section.



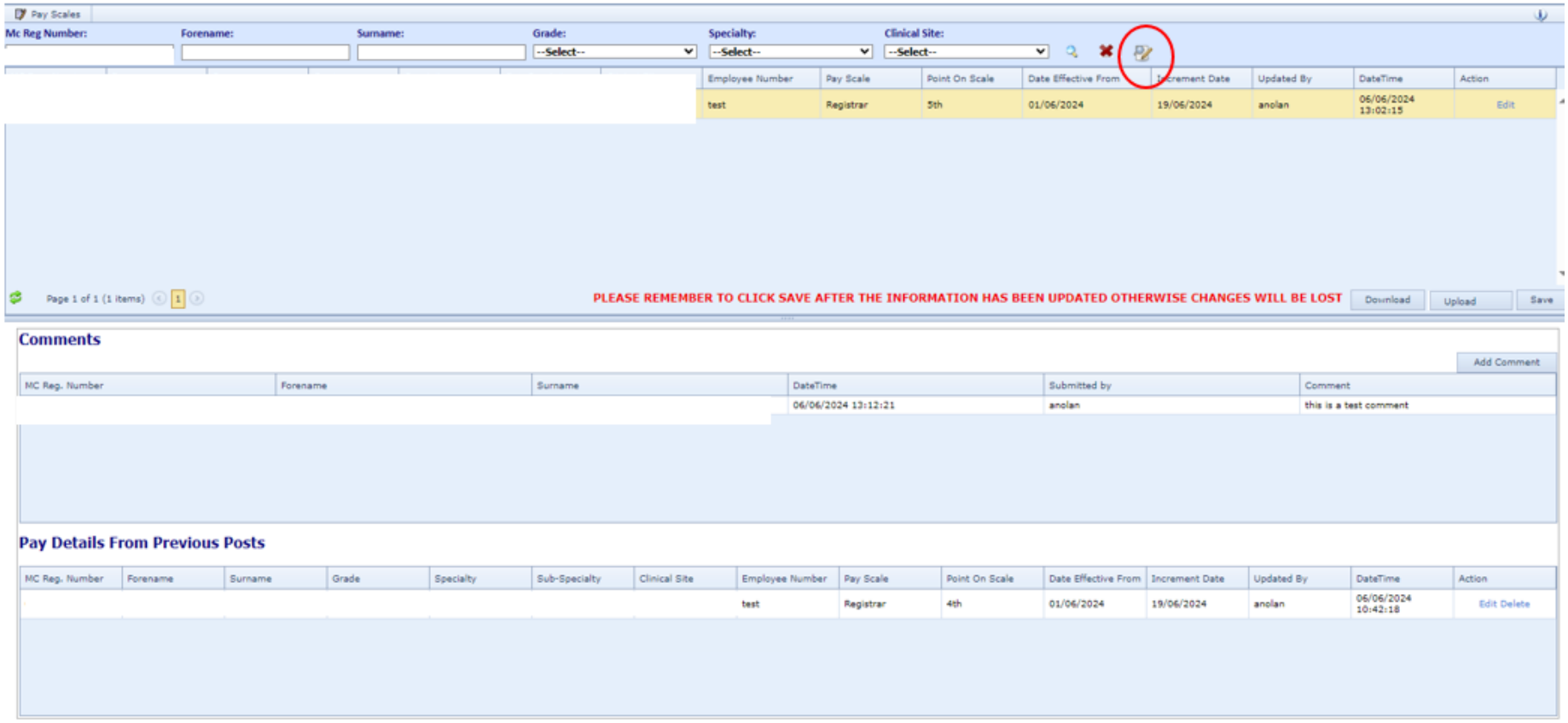


2.3.6 Download Salary Details

Medical Workforce may download the details relating to an NCHD by searching for that NCHD using the filters at the top of the screen.

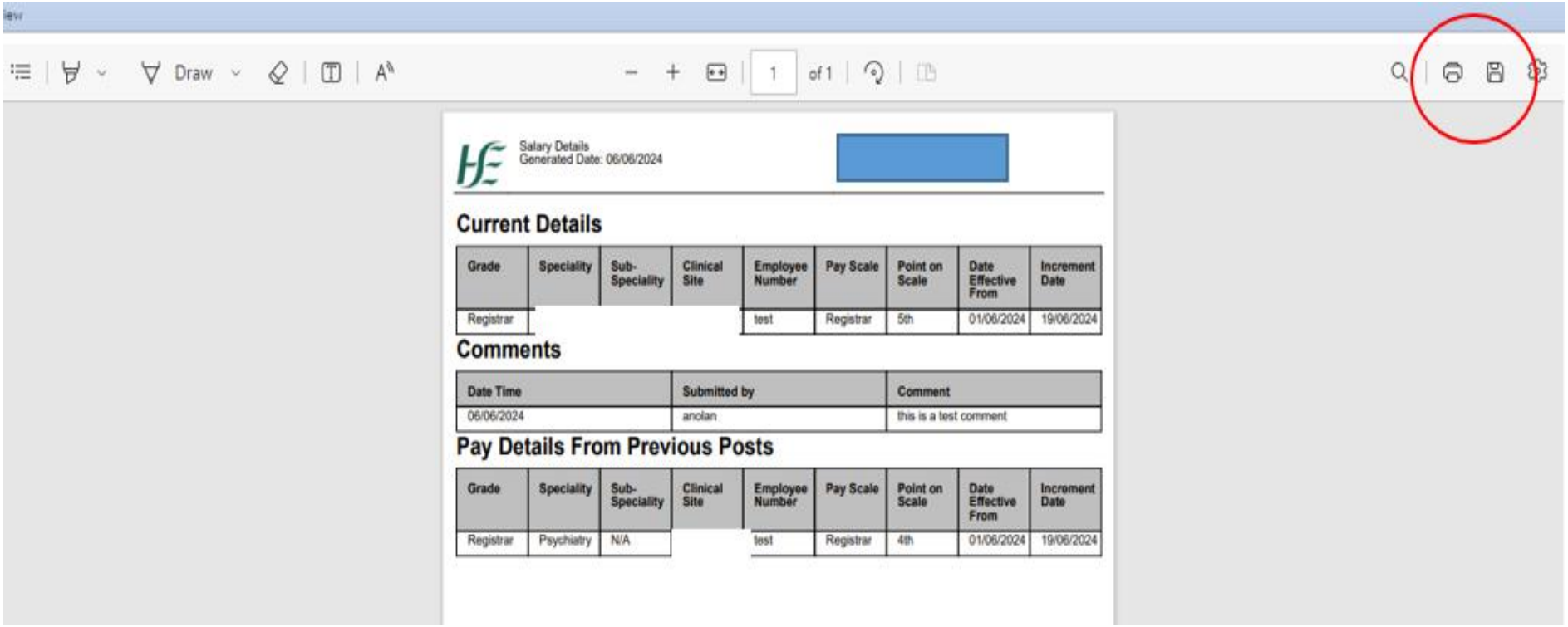
Select the NCHD by double clicking on the relevant row.

Click on the ‘download’ button to the right of the filters.



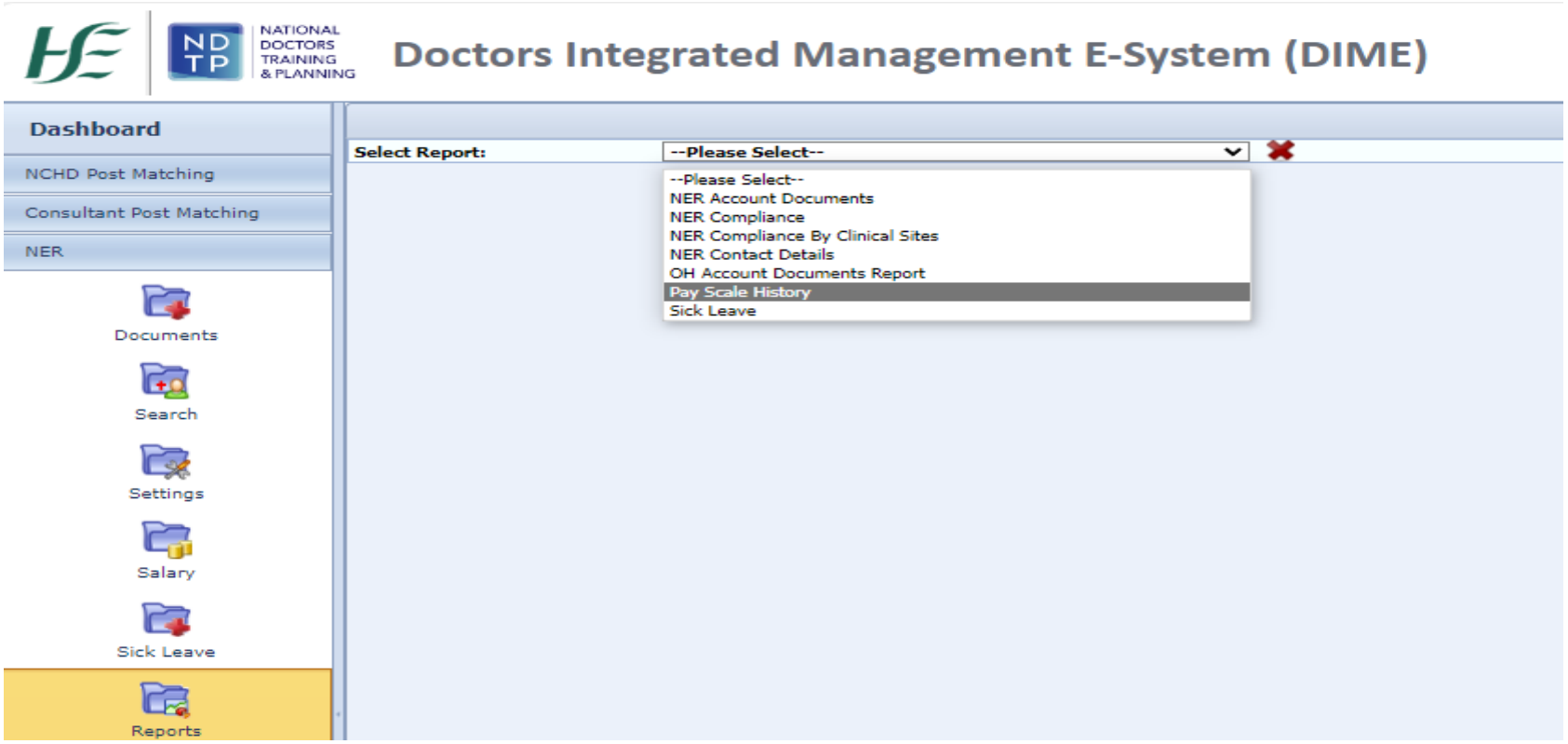
The following pop up will appear displaying a pdf document with the pay details for the selected NCHD.

This document can be printed or saved using the icons on the top right hand corner.



2.4 Reports

To access the Pay scale Report click the “Reports” section in the NER Module:



The Reports available can be used to display a variety of information which may be useful for the Medical Workforce Department.

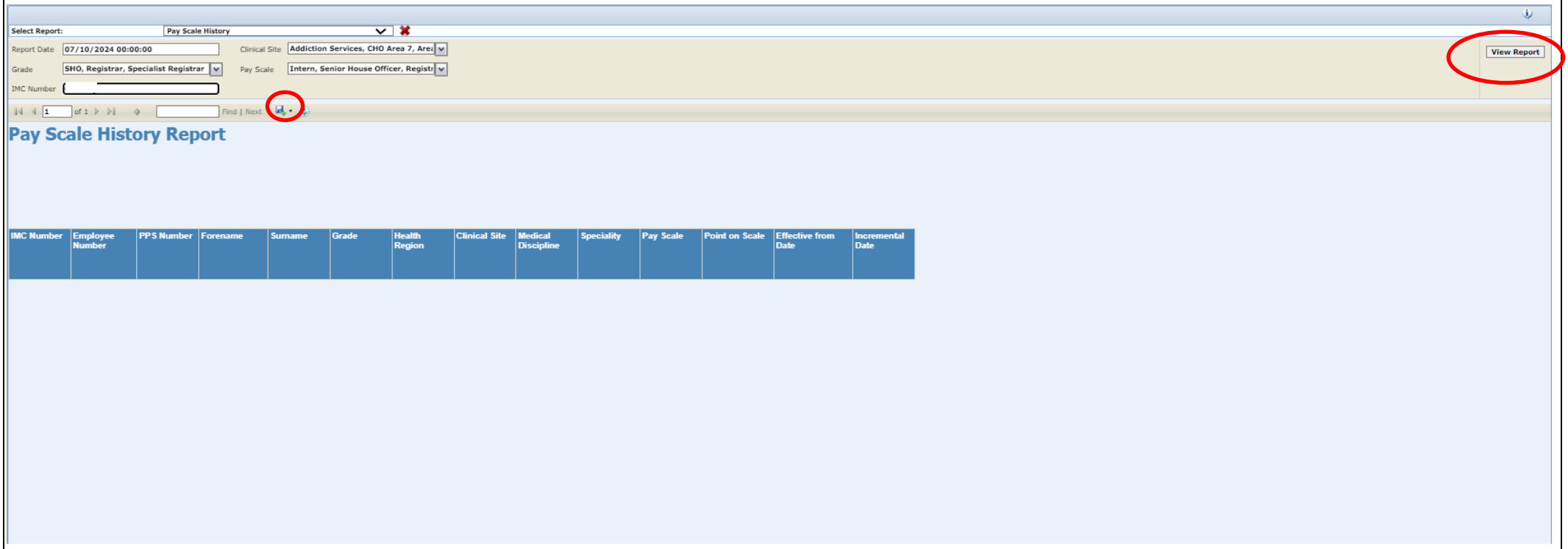
There is a filtering functionality available with all reports which allow the user to choose the information that is displayed in these reports as required. These filters vary, depending on the report chosen.

All reports can be exported and downloaded into an Excel file if necessary by selecting the blue floppydisk icon and click “Excel”.

2.4.1 Pay Sale History Report

This report shows the pay scale history details of an NCHD.

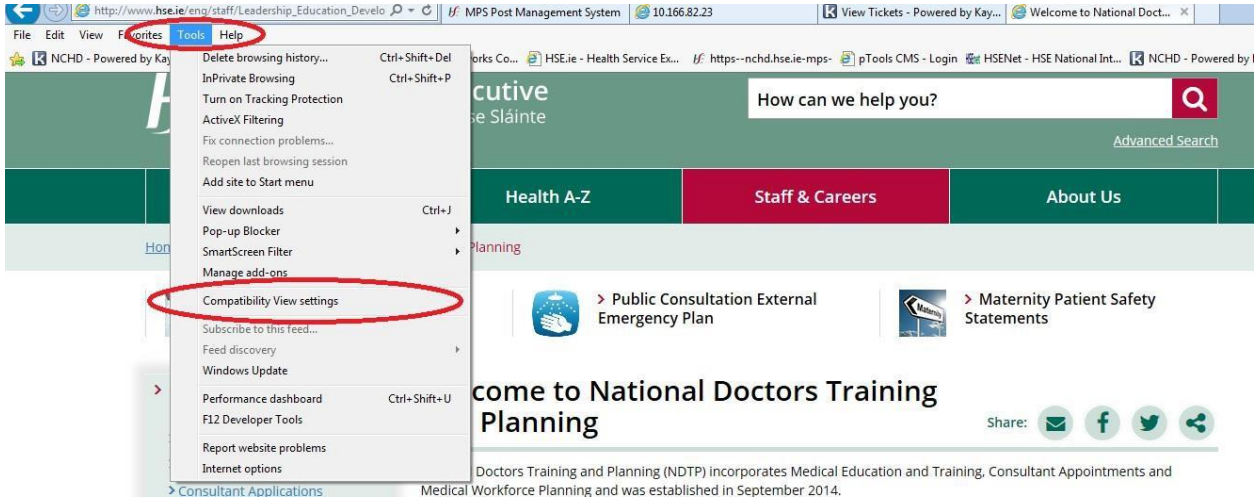
Use the filter functionality to outline the report criteria and click '**view report'** button.



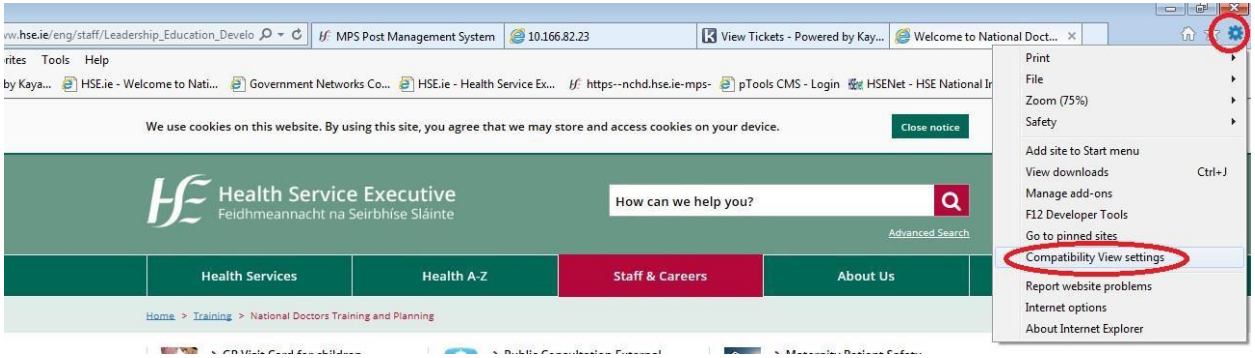
3. Compatibility Settings

Some browsers have settings automatically selected which will not allow you upload or rotate documents. These settings can be changed within the compatibility option of your browser. If youare having issues with this, please follow the below steps:

1. Select the Settings Cog or 'Tools' options:



OR



2. When the compatibility menu opens ensure that the tick boxes areun-checked as per the screenshot below