



## Memo

**To:** Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officer  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each Head of HR CHO  
Head of HR, PCRS  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service

**From:** Anne Marie Hoey, National Director Human Resources

**Date:** 26<sup>th</sup> May 2022

**Subject:** HR Memo - Reversal of Haddington Road Agreement (HRA)

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Dear Colleagues,

The Government recently accepted the recommendations contained in the report of the Independent Body Examining Additional Working Hours (Haddington Road Agreement) in the Public Service, established under the Building Momentum Agreement. The HSE has now received formal notification of the decision which will be implemented from **July 1, 2022**.

The report recommends that working time is restored to pre-Haddington Road Agreement (HRA) levels.

This will see the following reduction in weekly working hours from July 1, 2022:

- Nursing and Midwifery: 1.5-hour reduction to 37.5 hours per week;

- Specific Health and Social Care Professionals and Medical and Dental: 2-hour reduction to 35 hours per week;
- Management & Administrative: 2-hour reduction to 35 hours per week;
- Specific Medical and Dental Grades (excluding NCHDs): 2-hour reduction; and
- Consultants – currently subject to confirmation.

The HSE has been preparing for this development for some time and impact assessments were conducted in all services, which you may have inputted into already.

In summary:

1. A SAP CoE Validation File will be shared for input. Detailed instructions attached.
2. Please return this file by **30<sup>th</sup> of May 12noon** for any changes to be processed by the 1<sup>st</sup> of July.
3. Non-response will result in updates made to the system based on file SAP CoE Validation File shared. Less than whole time employees will remain on their current hours.
4. There will be an opportunity to make amendments post the 1<sup>st</sup> of July should the deadline be missed.

Critically all payroll systems must now be updated with the revised work schedule / employee weekly hours detail so pay is adjusted in line with the July 1st implementation date. To achieve this, it is now necessary that we capture work schedule details that will apply specifically to each staff member via the attached “SAP CoE Validation File”.

The conversations you will have already had with the staff within your area of responsibility, when you were completing the Impact Assessment templates, should assist your completion of this payroll validation file.

The attached “SAP CoE Validation File” is now supplied for immediate completion, please see detailed instructions attached. Accurate completion and timely return of this file will facilitate our HR/payroll and SAP payroll colleagues in making the necessary adjustments to the payroll systems to ensure employees have the correct hours and pay on the implementation date July 1st. To note, Payroll Systems in Cork and Kerry will be dealt with centrally.

Once completed the “SAP CoE Validation File” should be returned via ShareFile, please confirm your submission to [hrahours@hse.ie](mailto:hrahours@hse.ie) by **30<sup>th</sup> of May at 12noon**. If we do not receive a response or the deadline is missed the upload will be made based on the original validation file. This is to ensure all employees are assigned to the correct weekly working hours and paid correctly on the 1<sup>st</sup> of July. The devisor for

overtime will change, this will be processed by the team automatically when updates are processed.

We would like the local areas to:

- ❖ Ensure no forms are processed on SAP in June pertaining to post July 1st actions. This is in order to minimise the activity on the employees' records.
- ❖ SAP CoE will complete a comparison for new hires prior to running in each file to ensure these are updated. Any employees hired since the original files were extracted will be included in the files for upload.
- ❖ Keep the increments up to date by each area and you should continue to review this as part of best practice going forward.
- ❖ **One complete file by each company code should be submitted. We cannot accept multiple files. Please remember your local representative will need time to collate all files before sending back to SAP CoE.**

Should you not respond or miss the deadline, there will be an opportunity post the update to make any necessary updates to your employees, this can be done by:

1. From the end of June, an action with an effective date of 1st July 2022 will be available on the employee's records on the SAP HR & Payroll system with a reason code of 2022 HRA Amendments. This action can be updated / amended locally if required by PA Administrators to take account of any changes.
2. If large volumes of changes are required post the end of June / 1st July 2022 deadline, a subsequent upload may be facilitated by SAP CoE. Employee details may be collated into larger files (at least 150 employees per file) by the local co-ordinator and submitted to SAP CoE. There may be a significant number of files so there may be a delay in processing same.

Given the tight deadlines, please note that best efforts are being made to ensure all updates are processed in a timely manner whilst also ensuring that all relevant employees' records are updated by the 1<sup>st</sup> of July in line with recommendations.

If there are queries that cannot be resolved at local level please contact [hrahours@hse.ie](mailto:hrahours@hse.ie).

Yours Sincerely



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**Anne Marie Hoey**  
**National Director, Human Resources**