

Corporate HR
Equal Pay Team
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Department of
**Finance and
Personnel**

www.dfpni.gov.uk

FROM: MARK BAILEY

DATE: MARCH 2010

TO: All current staff who were in the AA, AO, EOII and analogous grades (excluding TGI, TGII and Instructional Officer grades) in the period 01/02/03 – 31/01/09

EQUAL PAY DATA VALIDATION

Introduction

In Derek Baker's bulletin of 28 January he explained that the first step in implementing the equal pay settlement would involve validating the details of your service history which we currently hold on file. This has to be done so that we can accurately calculate each individual's lump sum payment. This note commissions that first step and explains how the process will work.

Background

In order to simplify the process of calculating the lump sum settlement payment we have agreed with NIPSA to adopt an approach which involves making a payment to individuals based on their length of service within each respective substantive grade, during the period 1/2/03 to 31/1/09, up to a maximum of 6 years. In addition we have agreed that part time hours and non reckonable service should be taken into account in calculating length of service and reflected in the settlement payment. A number of worked examples which help explain the basis of the calculation are available on the N.I. Civil Service pay website (www.pay.nics.gov.uk).

Over the last few months we have been gathering information from a number of sources to enable us to calculate your settlement payment. It is vitally important that this information is correct so that payment is made in accordance with the terms of the equal pay settlement that has been agreed with NIPSA.

What you need to do

A web based application has been specially developed to assist in the process of validating information about your service history – <http://equalpay/>

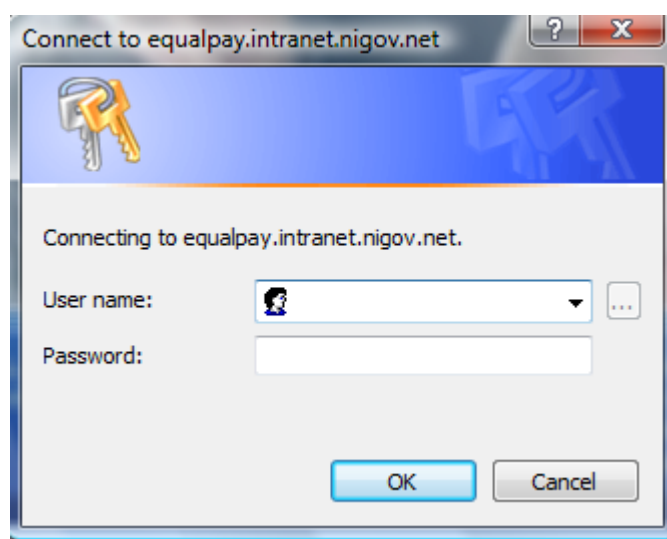
[STAFF ON THE DOI NETWORK ONLY]

A web based application has been specially developed to assist in the process of validating information about your service history – <http://Equalpay.intranet.nigov.net>

You are required to gain access to the homepage of the data validation system using a specific user name and password, prior to logging into the application itself. In order to do this you need to click on the link above and supply a user name and password as follows:

User name: DFPOFMDFM\Equalpay
Password: staff-history1

A copy of the screen which you should see is below. Once you input this login and password you will be taken through to the Data Validation application and will then be required to create a personal login.



This application shows the information that we hold about you. You should use this now to validate your personal data by following the instructions on the screen. These instructions will direct you to the service history information that we hold specifically about you and invite you to confirm that it is correct. It is important that you complete this process promptly to ensure that there is no delay in the next stage of the process.

If you have a query about the information that we hold you should in the first instance look at the frequently asked questions on the N.I. Civil Service pay website (www.pay.nics.gov.uk) which have been updated to include questions about this process. If you cannot find an answer to your query there you should contact the Equal Pay Helpline on extension 39549 or 028 9082 3549

for further assistance. This Helpline service will enable you to report any queries you may have about the service history information that we hold about you. This service is available Monday to Thursday 0830 – 1730 and Friday 0830 – 1700.

Please note that you should not contact Corporate HR, Departmental HR or HRConnect with any queries about the service history information held on this application.

Next Steps

As explained in the bulletin of 28th January, once this data validation exercise is complete, we will contact you again regarding the calculation of your personal lump sum settlement payment.

All communications, and further information regarding equal pay, are available from the N.I. Civil Service pay website (www.pay.nics.gov.uk).

A handwritten signature in black ink that reads "Mark Bailey". The signature is written in a cursive style with a large initial 'M'.

MARK BAILEY