

Corporate HR
Equal Pay Team
1st Floor Carleton House
1 Cromac Avenue
Gasworks Business Park
Ormeau Road
Belfast BT7 2JA



Department of
**Finance and
Personnel**
www.dfpni.gov.uk

FROM: MARK BAILEY

DATE: MAY 2010

**TO: All 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 SETTLEMENT PAYMENT

Introduction

In my update on 14th May, I outlined the 3 steps in the process to implement the equal pay settlement for the AA, AO, EOII and analogous grades:

- Step 1 – Data validation
- Step 2 – Notification of Settlement Payment Calculation
- Step 3 - Signing of the agreement to accept the terms of the settlement

You will also be aware that staff have been moved onto the revised equal pay scales with effect from 1 February 2009 and have received the associated arrears.

Step 1 which involves validating your service history, has been progressing in recent weeks and the vast majority of staff have now confirmed that their service history held on the system is correct.

Staff that have confirmed their service history can now move to Step 2 and will be able to view the proposed lump sum settlement payment that has been calculated using this information. A number of worked examples which help explain the basis of the calculation are available in the document "Settlement Payment – Worked Examples" on the N.I. Civil Service pay website (www.pay.nics.gov.uk).

What you need to do

The web based application <http://equalpay/> that was specially developed to assist in the process of validating information about your service history has been modified to include the calculation of the proposed settlement payment which is based on your confirmed service history. You should note that all passwords have been cleared so you will therefore have to go through the process of setting up a new password. You should then follow the instructions on the screen. These instructions will direct you to the service history information that we hold specifically about you along with your proposed settlement payment.

[STAFF ON DOI NETWORK ONLY]

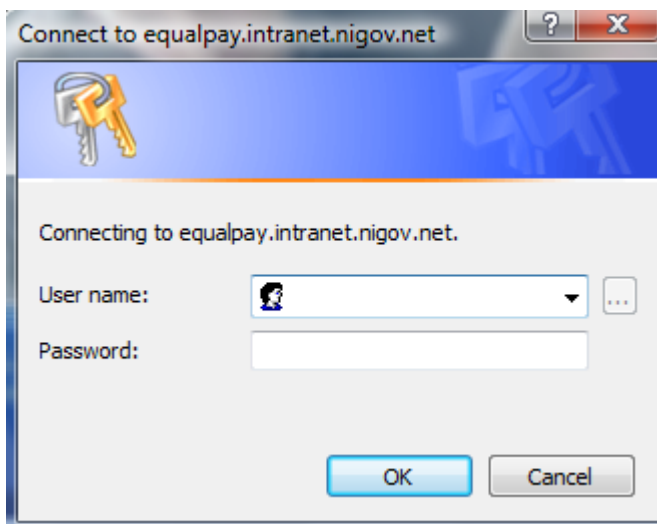
The web based application <http://Equalpay.intranet.nigov.net> that was specially developed to assist in the process of validating information about your service history has been modified to include the calculation of the proposed settlement payment which is based on your confirmed service history.

As you are on the DOI network 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 user name and password you will be taken through to the Equal Pay application and will then be required to go through the process of creating a personal login as all passwords have been reset. You should then

follow the instructions on the screen. These instructions will direct you to the service history information that we hold specifically about you along with your proposed settlement payment.

If you have a query about the accuracy of the calculation 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 on the accuracy of the calculation of your settlement payment. 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 calculation of the settlement payment.

Next Steps

As explained in the equal pay update of 14th May, once this exercise is complete, I will contact you again regarding the third and final step in the process prior to the payment of lump sums - the signing of an agreement to accept the terms of the settlement.

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



MARK BAILEY