

**FROM: MARK BAILEY**

**DATE: 11<sup>th</sup> JUNE 2013**

**TO: All current NICS staff who are in the SO, DP,G7,G6, HPTO, SPTO and analogous grades**

## **PAY AND GRADING REVIEW VALIDATION EXERCISE FOR SO, DP,G7,G6, HPTO, SPTO AND ANALOGOUS GRADES**

### **Introduction**

Following the outcome of the NIPSA ballot on the pay and grading review and formal pay offer last year, this bulletin, agreed with NIPSA, is to advise staff on the next step to move to your revised payscale for the SO/HPTO, DP/SPTO, Unified Grade 7, Unified Grade 6 and their respective analogous grades.

The terms of the pay and grading review included service based assimilation to a revised payscale with effect from 1 August 2013 for staff in SO/HPTO, DP/SPTO, Unified Grade 7, Unified Grade 6 and their respective analogous grades. This bulletin will explain what you need to do to validate the service information held about you so that you are assimilated correctly to the new pay scales.

To enable implementation of the pay award in August we have agreed with NIPSA that we should start the data validation exercise on 10<sup>th</sup> June 2013 to enable staff to validate their data. You will therefore appreciate that if your substantive grade changes between 10 June and 31 July the information held on the database will be out of date. In these cases CHR will liaise with HR Connect to ensure the database is updated.

### **Background**

As part of the pay and grading review we have agreed an approach which involves assimilating staff to the revised pay scales based on their length of service in their substantive grade. In addition it has been agreed that continuous periods of non reckonable service of one year or more will not count towards your service history when calculating length of service for assimilation to the new pay scales. Any periods of non reckonable service will

however be offset by any period of service in the same substantive grade prior to 1 August 2004. A number of worked examples which help explain the basis of the calculation are available on the N.I. Civil Service pay website ([www.dfpni.gov.uk/pay](http://www.dfpni.gov.uk/pay)).

Over the last few months we have been gathering information from a number of sources to enable us to assimilate staff to the revised pay scales. It is important that this information is correct so that assimilation to the new pay scales is made in accordance with the terms of the pay offer.

Most staff will be able to validate their service history online using the process below. However, we will be writing to staff who currently do not have access to NICS systems, e.g. those on maternity leave, on career break, long term sick absence or special leave, staff seconded to other organisations and staff in the Department of Justice who were formerly in the NI Court Service.

### **What you need to do**

This process is only for staff in the SO/HPTO, DP/SPTO, Unified Grade 7, Unified Grade 6 and their respective analogous grades. You will need your payroll number and National Insurance Number which can be obtained from your P60 which you should have received recently.

A web based application has been specially developed to assist in the process of validating information about your service history in your substantive grade.

**Staff on the NIGOV network should use the following link –**

<http://payandgradingreview/>

**All other staff such as staff on the DOI network, DOJ staff (excluding NI Court Service staff) and PPS staff should use the following link -**

<http://payandgradingreview.intranet.nigov.net>

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.

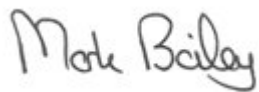
If you have a query about the information that we hold you should in the first instance look at the frequently asked questions on the N.I. Civil Service pay website ([www.dfpni.gov.uk/pay](http://www.dfpni.gov.uk/pay)). If you cannot find an answer to your query there you should follow the instructions and submit an email to [payenquiries.cpg@dfpni.gov.uk](mailto:payenquiries.cpg@dfpni.gov.uk) with your payroll number and the nature of your query.

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

### **Next Steps**

The service data which we hold will be used to determine the point which you move to on the revised pay scales which, subject to satisfactory testing, we plan to implement in the August payroll.

All communications, and further information regarding the pay settlement, are available from the N.I. Civil Service pay website ([www.dfpni.gov.uk/pay](http://www.dfpni.gov.uk/pay)).

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**