



OPW

Oifig na nOibreacha Poiblí
Office of Public Works

To: Payclerks/Authorising Officers

From: Financial Services

The following are information points, setting out Financial Services' business continuity and contingency preparations in response to the COVID-19 (Coronavirus) situation should resources be adversely affected.

To Note: to mitigate the current situation Financial Services payroll staff are working in different locations from Friday 13th March.

All communications should be directed to wages@opw.ie (a shared email monitored by payroll staff)

Procedures: Operational Payroll

A continuity plan has been put in place in Financial Services where offices and/or some people are not available to endeavour to maintain continuity of payment. In this case certain prioritisation decisions may need to be taken, some of which are outlined below.

Situation One: *All required personnel in place.*

Payroll run as per normal.

Situation Two: *Where one or more than one pay clerk is not in situ or available to work and data from the site is not available to payroll Kilkenny by 10am of the required morning.*

In such an event, the contacts for Financial Services are to be informed immediately if a pay clerk is unable to enter timesheets for a site.

Financial Services will input individual details where known on behalf of the pay clerk. Where this is not possible the payroll for these sites will default to basic pay for 39 hours per week, with no extras. All other sites payroll will be as per input from pay clerks.

Situation Three: *Where Financial Services key staff are not in situ or available to work.*

In such an event payroll will default to the previous week's payroll, which requires third party intervention. Where this cannot be achieved the payroll will default to a basic pay of 39-hour week.

Situation Four: Where Financial Services consider that it is prudent to operate a payroll for a two or more-week period, this will be in line with the previous week payroll if possible or will be a default payroll of basic pay for 39 hours per week.

Procedures: Travel & Subsistence

Travel and Subsistence will be paid as long as full resources are available to Financial Services. Where full services are not available, this activity may need to be deprioritised during this period. All approved T&S claims will be processed once normal services resumes.

To Note:

- Some employees may be under or overpaid through the above processes and HRM/pay clerks to provide Financial Services with any subsequent amendments to the payroll.
- In the event of a reduction in key staff or closure of building paper payslips will not issue but will be issued once normal service resumes

Contacts:

HRM:

All human resource queries and general queries on payroll should be directed to indpers@opw.ie

Peter Duffy

Ray Adamson

Financial Services:

All communications to financial services should be directed to wages@opw.ie (a shared email monitored by payroll staff).

Ray Mc Evoy, ray.mcevoy@opw.ie, Phone 056 7772652

Bernie O'Brien, bernie.obrien@opw.ie, Phone 056 7772601, 086 0478606

Marie Lyons, marie.lyons@opw.ie

Bernadette Whelan, Bernadette.whelan@opw.ie

Grainne Leneghan, grainne.lenaghan@opw.ie

Anthony Hehir, anthony.hehir@opw.ie, Phone 056 7772640