National Shared Services Office

Employee Guide to Worksharing

Worksharing Overview

If you are considering making a request to workshare, or to change work pattern, you should refer to the various worksharing Circulars to determine which option would best suit your requirements.

Please note: before submitting a Worksharing application or request to change work pattern, you should be fully aware of the various Worksharing patterns available to you. Each pattern has its own eligibility criteria and Terms and Conditions.

Please note: before submitting a Worksharing application or request to change work pattern, you should discuss your intention with your manager. Your manager will have to provide a recommendation on whether your Worksharing request should be approved or declined by Local HR. It is therefore important to have discussed this change with your manager, prior to submitting a request.

It is the responsibility of your Local HR to ultimately approve or decline your Worksharing request.

If your Worksharing request is approved, you **must** remain on your new Worksharing pattern for at least the next 12 months.

If you do not have access to the Government Network you can request assistance from the NSSO on 0818 107 100, from 9am to 1pm (Monday to Friday).

How to Request a Change to your Worksharing Pattern

Step 1: On [www.nsso.gov.ie](http://www.nsso.gov.ie), select the option to ‘Log into HR self-service’.

Step 2: Enter your self-service user ID and password to log into the Human Resource Management System (HRMS).

Step 3: Navigate to the Workshare Request option. You will be brought to the Workshare Request Summary page.

Step 4: This Workshare Pattern Change Request screen will list any previous Workshare pattern change requests previously submitted by you, and their current status. To submit a New Workshare Pattern change request, click the Add Request button.

Step 5: Fill in the free text fields with specific details of your request.

1. Requested worksharing pattern
2. Reason
3. Requested start date
4. Declaration of accepting terms
5. Terms associated with overpayment
6. Details of days to be worked

A) Requested worksharing pattern

Your current work pattern will be already populated in this field. To see a full list of all Worksharing pattern options, click on the magnifying glass. A new window will open. Click on the Worksharing pattern option required.

B) Reason

Select a dropdown Reason from the list of reasons for applying for a Worksharing pattern. If you select your reason as Other please state your reason for your application in the Other field free text box.

C) Requested Start Date

You enter the date you would like your new pattern of Worksharing to come into effect. Please note this e-form will not allow you to apply with less than 6 weeks’ notice. Click the calendar symbol to view a calendar and select a date. Alternatively you can manually enter the date in the text box.

D) Declaration Accepting Terms

You must tick this box before submitting your request. By ticking this box you agree that you have read and understood all associated Terms & Conditions.

E) Terms associated with Overpayment

You must tick this box before submitting your request. By ticking this box you agree that any overpayment will be returned in the manner in which it was paid.

F) Details of Days to be Worked

This box allows you to enter details of the days you wish to work, in line with the Worksharing pattern you chose.

Step 6: Once you have included all relevant details, click the submit button.

Step 7: You will be returned to the main Workshare Pattern Change Request screen.

This screen will now be populated with your request details and the Approval Status field will show ‘Pending’.

Step 8: Your request will automatically be sent to your Manager for their recommendation. Once your Manager has submitted their decision, your request will automatically be routed to your Local HR for their final approval.

Step 9: The NSSO will update your records based on your Local HR’s decision. You will receive an email notification advising you of your Local HR’s decision to either approve or decline your request, and any relevant information related to your change of Work Pattern.