

# Single Lead Employer

for Resident Doctors and Dentists in Training

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NIMDTA





# Mission Statement

*“...to make it easier for the  
Health & Social Care  
workforce to do their jobs...”*

HEALTH AND  
SOCIAL CARE  
WORKFORCE  
STRATEGY  
**2026**

**DELIVERING  
FOR OUR PEOPLE**

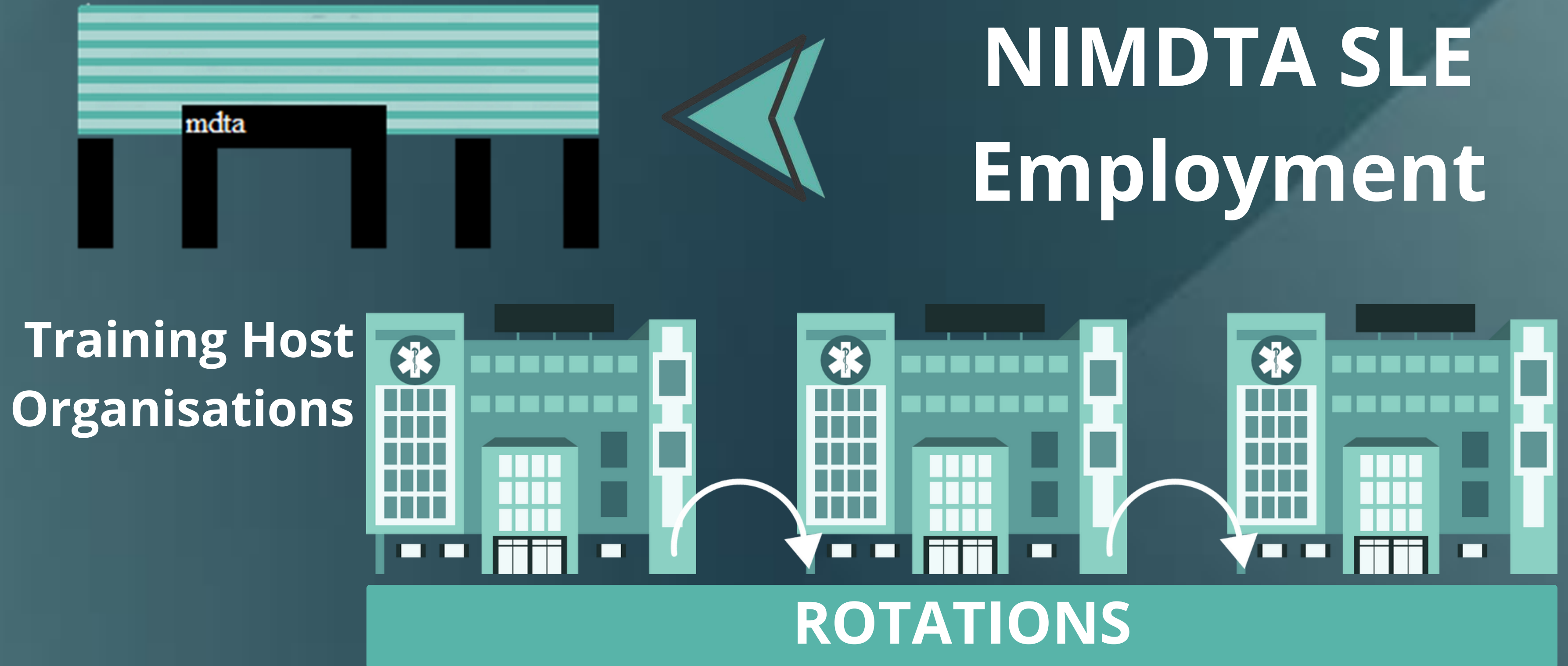
**HSC** Health and  
Social Care

Department of  
**Health**  
An Roinn Sláinte  
Máinistirie O'Pausáie  
[www.health-ni.gov.uk](http://www.health-ni.gov.uk)

# Working Across 5 HSCNI Trusts



# The Single Lead Employer Model





# The Benefits of SLE

- One employer and staff number
- One contract of employment
- A single signing on process
- Fewer tax complications
- One set of policies
- A single point of contact



# Our Responsibilities

- Onboarding of RDDITs
- Issuing Contracts of Employment
- Advice & Guidance
- Process changes to pay and banding, WTE
- Advice on T&CS
- Attendance management







- **Maternity, paternity, parental and special leave**
- **Responsibility for MHPS; Disciplinary; Grievance**
- **HRPTS access**
- **Issues you an @hscni.net email address**

# NIMDTA

Northern Ireland  
Medical & Dental Training Agency

# Training

**Single Lead Employer**  
for Resident Doctors and Dentists in Training

# Employment



# Host Organisations



# The Host Organisation



- Provide your Training Placement
  - Management of rota, including LTFT
  - Systems access, Car Parking (where applicable)
  - Monitoring hours and compliance
  - inform SLE of changes to your banding
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- Manage annual leave - both requests and records
  - Approve travel and expenses
  - Support absence management process
  - Support MHPS process
  - Responsible for Locum Engagement





# Frequently Asked Questions



# When will I be paid?

The third last banking day of each month.

In September this will be the 26th.

Your first payslip will be posted to the address you advised at onboarding.





# How can i get a payslip?

We will provide you with access to an online system (HRPTS) along with an HSCNI.net email account.

Look our for a Welcome Letter in your personal email.



# What if I am sick and can't attend work?

You need to follow 3 steps to report absence:

- Tell your Host Organisation so cover be arranged
- Inform SLE at [SLE-Absence@hscni.net](mailto:SLE-Absence@hscni.net)
- Inform the Dental Training School at [dental.nimdta@hscni.net](mailto:dental.nimdta@hscni.net)

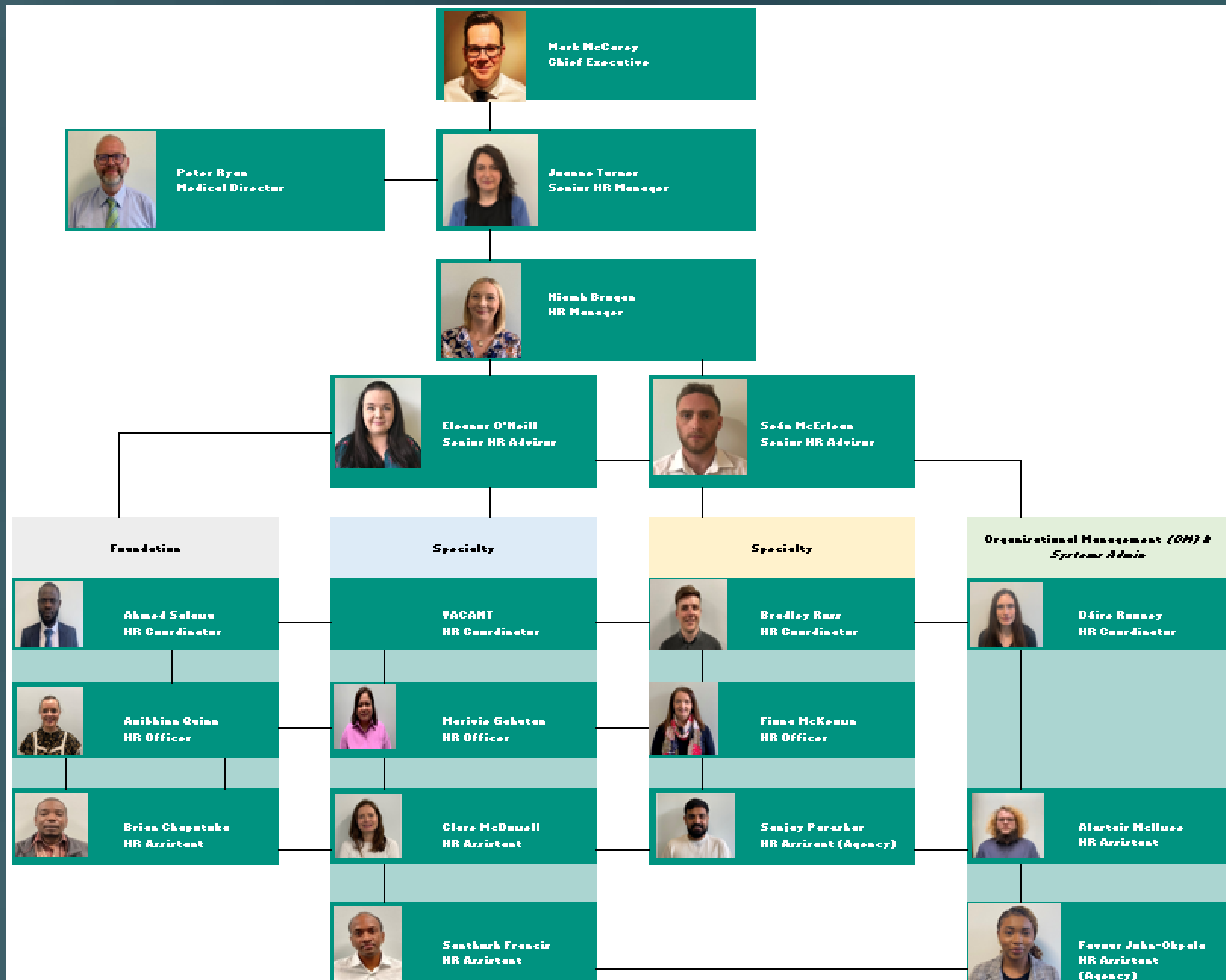




# HSCNI Email Accounts



- HSCNI email credentials and log in directions sent to you via your Welcome Letter
- These credentials are used by the encompass team for user access
- The Single Lead Employer do not create or maintain encompass accounts
- Report encompass issues to:
  - [encompasspassword\\_NIMDTA@hscni.net](mailto:encompasspassword_NIMDTA@hscni.net)
  - this is not a NIMDTA owned or monitored email address





# SLE FAQ Hub



<https://hscni.pagertiger.com/SLE/1>

**Contact Us:**

**[SLE-Specialty@hscni.net](mailto:SLE-Specialty@hscni.net)**