

## Research Fellow or Research Assistant Identified

EU national

Confirm Commencement date/arrival in Ireland

Non - EU national

1. Visa requirement?
2. Hosting Agreement?
3. Confirm Commencement date/arrival in Ireland

Timeline: 10wks

### Set up for payroll requires;

1. PPSN
  2. Irish SEPA Bank A/c
  3. Irish Resident Address
- Additional time to be allowed for: travel restrictions/mandatory quarantine

Timeline: min 3wks

### Important:

- Person must be in Ireland to commence work.
- No other mechanism for payment can be put in place.
- Casual payroll cannot be used as tax liability & cost could be created for both Trinity and individual.

## International Research Collaborator on Trinity project

- (1) Trinity will not be employer
- (2) Person will be non resident

Person to be paid through institutional arrangement

PI to HR- Check if Secondment letter required

Person to be paid as individual consultant/contractor through invoices

PI to HR - Research Agreement to be sent (for revenue compliance)

### Information required;

1. Total time required for collaboration on project
2. Daily rate of payment
3. Payment intervals

### Casual pay Claim

### Form/invoice received;

- SEPA Bank A/c
- EXCEPTIONAL, FEXCO payments for non EEA

### Important:

Payment via FEXCO is not possible for all countries, with payment only being made in Euro.

If person eligible for withholding tax, they cannot be paid via payroll (Casual Pay)