Discover Trinity

Getting started as a
Trinity employee

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

www.tcd.ie

Welcome
Céad míle fáilte

Welcome to Trinity College Dublin, the University of Dublin

HR Director Antoinette Quinn

Trinity College Dublin, Ireland's leading university, has been inspiring generations for over 400 years. Today, more than 22,000 people from eighty nationalities work and study here, and together, we form one Trinity community.

The culture here is founded on respect, and driven by a shared desire to ensure that our students have a transformative education experience, and that our colleagues thrive in an inclusive, mutually supportive environment.

This HR Guide will help you navigate some essential steps from job offer to taking up your new role. It also contains suggestions for information sources which will be useful in your first weeks and months at Trinity.

Along with your new colleagues, HR are here to support you.

We wish you every success in your new role.

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Sources of Information

With any new job, there is a lot to take in. Many resources exist to provide you with information about Trinity, the community, and your role.

Your Line Manager

Your manager and colleagues are here to support you, and your Line Manager is your first point of contact. When you start in your role, your Line Manager will meet you and explain the expectations and standards required in your new role. Your Line Manager will:

— Organise your local orientation and induction.

— Guide and enable necessary introductions to colleagues and key people.

— Support you with practical workspace essentials ((including relevant access to systems and equipment).

— Support you with essential procedures (including information on processes, policies, job specific training).

Trinity Induction Session

To complement your local induction, please attend an online HR central induction – you'll find it an invaluable source of information. Sessions are held frequently and are facilitated by HR Learning and Organisation Development in partnership with colleagues across the Trinity community. Induction will:

— Fast-track your engagement with key services.

— Familiarise you with colleagues across the University community.

— Help you begin to build your own Trinity network.

Simply register via the [Employee Induction Webpage](#).

Trinity College Website (tcd.ie)

From faculty lists to childcare, and policies to future plans, tcd.ie has everything you need to know, and includes a handy [A–Z](#). Useful starting points include:

About Trinity
Discover our unique story!

Corporate Services
Explore Trinity Corporate services, 12 functional areas providing student and central services to support the Trinity Community.

Data Protection
Learn about policies, procedures, and impact assessments.

Disability Services
Explore the range of services, plus the latest news and events.

Equality, Diversity and Inclusion (EDI)
Read what we're doing to ensure fair treatment and opportunity for all.

Faculties and Schools
Three faculties, which together comprise 24 schools.

Library
Explore the range of services and the resources available.

Research
Explore Trinity's research strategy and charter and #researchMATTERS.

Sustainability
Environmental ambitions, sustainable development and plans for a green campus.

Trinity Communications
Read our public affairs and communications strategy.

University Safety Office
Important procedures and safety arrangements (your access will be activated when you receive your college systems login).

Visual Identity
Access identity guidelines, logos and useful templates.

Sources of Information

T-Net
Trinity College Dublin Internal Communications Platform

Your access to T-Net will be activated when you receive your college systems login.

Trinity's internal communications platform is a great way to stay connected. It's your one-stop-shop for helpful links, toolkits, news, announcements, staff profiles, campus resources, conversations and more.

Quick links include: Campus Facilities and Services, Support Hubs, 'How do I…' Q&A, HR Service Centre, Weekly Wrap-Up and Workplace Essentials.

Make it your homesite and you'll never miss a staff update!

Start by exploring the New Employee Hub as a stepping stone to get you started.

Human Resources A–Z website

Learn more about HR services, answer your employment-related queries, find relevant forms, locate HR and employment-related policies, and get latest news on this easy-to-use A–Z HR page.

HR Service Centre Team

Our HR Service Centre Team are happy to help you with personal employment-related HR queries. In the main, all documentation will continue to be processed electronically to facilitate prompt customer service tracking and delivery of services. In the first instance, please either email or call us with your query. We deal with all queries in a timely manner.

Meetings with a member of the HR Services Centre Team, or conversations in relation to specific HR matters (such as your pension), are by appointment with the relevant personnel. Contact the HR Service Centre team:

— By Email: **hr@tcd.ie**
— By Telephone: **+353 (0) 1 896 3333**
— Our offices are in **Trinity Central, 2nd Floor, 152–160 Pearse Street, D2**
— Open all day **9.00 am–5.00 pm Monday–Friday**

Sources of Information

Essential Steps to Getting Set up

Your Employment Contract

As a new employee, you will receive a contract of employment before commencing with Trinity. This contract sets out all terms and conditions of your employment. If you have any queries regarding your contract, please contact the HR Recruitment Team at recruit@tcd.ie.

Once you accept your offer and return your contract via DocuSign, our Employee Services Team will set you up as a Trinity employee, and the following processes are activated:

— Employee Number
— ID Card
— Login Details
— Payroll

Non-EU Employees: Employment Permits/Hosting Agreements

If you are a non-EU employee, your School or Unit will discuss your eligibility to work in Trinity with HR prior to you commencing your employment. Where applicable, an Employment Permit/Hosting Agreement will be sought/issued by TCD on your behalf. To commence employment with Trinity you must have secured an Employment Permit/ Hosting Agreement or have provided proof of your eligibility to work in Ireland.

Your employment will always be conditional on your eligibility to have an Employment Permit/Hosting Agreement or any other relevant permission to work in Ireland.

You must familiarise yourself with your obligations in securing these, and if necessary, updating/renewing them in a timely manner for the duration of your employment with Trinity.

— The Trinity HR Website has additional information.

— **Department of Enterprise, Trade and Employment (DETE)** issues Employment Permits where appropriate. See the DETE website.

— Research Assistants and Fellows may avail of the Hosting Agreement Scheme.

Organising your Tax and Registering with Revenue

In Ireland, updating Revenue records is an individual responsibility. When starting your new job in Trinity, you must update your Revenue details online. You must have a PPSN to do this. Your Personal Public Service Number (PPSN) is a unique reference number that helps you access social welfare benefits, public services, and information in Ireland. You will need your PPSN to avoid paying emergency tax.

To ensure a smooth transition with Revenue, check which of the following categories you fall into:

Do you already have a PPSN/are registered with Revenue?

If so, you will need to update your employment details via the Revenue site. This is done easily online through your personal 'MyRevenue' Account. Doing this will reduce the chances of paying emergency tax on your income.

You will need:

— Your PPSN (to identify you on the Revenue system); and

— Trinity's Employer Registration Number: **0053370i**.

Are you new to Ireland or is this your first job?

Individuals who do not hold (and require) a PPSN must first set up a MyGovID account through the Department of Social Protection, and then apply online for their unique PPSN.

— **Step 1**: Set up a MyGovID account and apply for your PPSN online.

— **Step 2**: Log in to your 'MyRevenue' Account to assign your tax details. Trinity's Employer Registration Number is **0053370i**.

More detailed information on how to get set up as a new employee and organise your revenue record can be found on the HR Payroll Services website.

Additional information is available from: Revenue.ie, Citizens Information, and HR FAQ (Frequently Asked Questions).

Payroll

Comprehensive information on Trinity Payroll Services is on our dedicated payroll webpage.

Payment of Salary to Bank Accounts

To organise payment of your salary into your bank account you will need to download, complete and return the Pay Mandate form directly to Payroll Services (through DocuSign) prior to the 1st of the month for inclusion in that calendar month's payroll.

Payroll Dates

— Monthly paid employees are paid on the 20th of the month for the full calendar month.

— Fortnightly paid employees are paid every second Thursday of each month.

— If you are paid monthly and your employment commences after the 10th of the calendar month, you will not be paid until the following calendar month.

A guide to pay rates can be found on the HR Employee Services website.

Sources of Information

Employee Number and your Employee Identity Card

Once you have your employee number, you can apply for your employee identity card (ID card).

To get your Employee ID card:

1. Complete the online application form by clicking this link Employee ID card Application form.

2. Send the completed application form and a Jpeg picture (portrait, sized appropriately) of yourself to HR@tcd.ie.

3. Please select an option on the application form to either collect your card from the HR Service Centre or have your card sent by post to either your home or work address.

Employee Identity (ID) Card

With your employee ID card, you can:

— Access the campus, Library, Sports Centre and selected buildings.

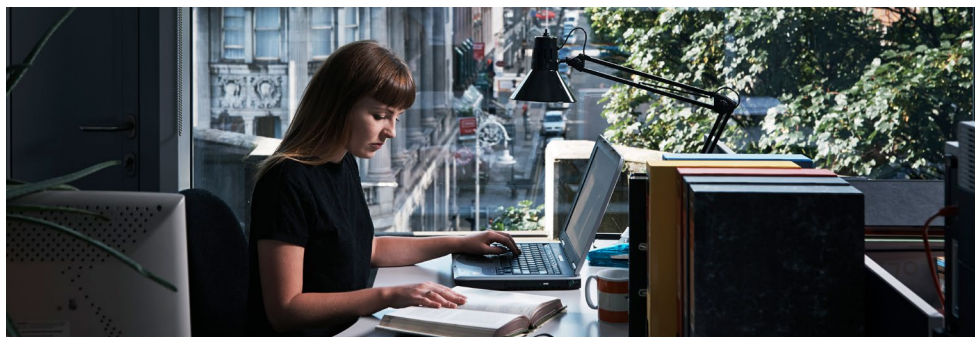— Apply for certain memberships, including the Library and Sports Centre.

— Operate the TCard cashless payment system (optional). TCards can be used to pay for a range of services across campus. You can apply when you receive your ID card and top up online.

Login Details

Along with your employee identity card, our HR Service Centre administer the issuing of your email login, username and temporary password.

The IT Services team will guide and support you through all other IT matters. You can contact them via the IT Service Desk and webchat. IT Services publish useful links, helpful videos, and online 'how to' guides including:

— Dedicated section for staff

— Getting Started section for staff

— Keeping IT Secure

— IT Training

Benefits & Supports

Pensions, Life Assurance, and Income Protection

The terms and conditions of your Contract of Employment specify if your position is pensionable. To learn more, visit the HR Pensions website or contact the TCD Pensions Office: pensions@tcd.ie.

Voluntary Life Assurance and Income Protection details are available here: Income Protection and Life Assurance (Death-in-Service).

Non-pensionable employees have access to a Standard Group PRSA facility. Further details may be obtained from the TCD Pensions Office.

Bike to Work and TaxSaver Travel Pass Schemes

Trinity will support you to buy you a bicycle from a participating shop should you wish to participate in the Bike to Work scheme and/or you can avail of an annual travel ticket. The cost is deducted from your gross salary over an agreed repayment term. You can save up to 51% of the total price (depending on your tax rate), which is reflected in your tax deductions.

Go to the HR Service Centre website for further information.

Employee Wellbeing

Workplace wellbeing is very important at Trinity. Explore the wide range of initiatives supported by clicking this link and explore Healthy Trinity, a cross-College partnership of people who want to make it easy to be healthy in Trinity.

Support Through the Employee Assistance Programme

In collaboration with Inspire Workplace Counselling, Trinity provides employees with employee assistance and face-to-face support and counselling. Full details are available on our employee wellbeing pages.

Sources of Information
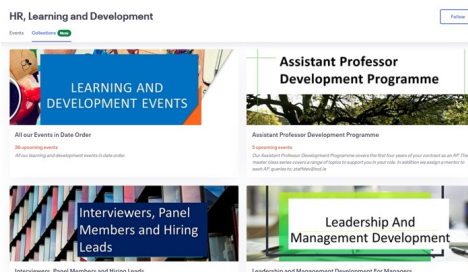
Learning Resources

LinkedIn Learning

As an employee you have free access to an extensive library of more than 15,000 high-quality video courses in business, technology, and creative skills through LinkedIn Learning. Courses are available on both operational and personal development topics, and accessed via phone or laptop, any place, anytime, anywhere. Access LinkedIn Learning using your employee e-mail and password. For more information, see the dedicated LinkedIn Learning page.

Check out the portfolio of LinkedIn Learning resources we have curated.

Training and Development Opportunities

The Learning and Organisation Development team deliver development programmes to support ongoing professional skills and team development. See Learning and Development on T-Net for upcoming virtual classroom and in person options. Follow us on Twitter.

Trinity Training and eLearning

Some sessions will not be activated until your start date when you can log-on with your username and password. Useful sessions include:

— Health & Safety Training is delivered by Estates & Facilities, (part of the Corporate Services Division)
— IT Skills Development
— Academic Practice & eLearning
— Financial Services Training
— Data Protection Training
— Equality

Life on Campus

There is a lot to discover and get to know at Trinity. Here's a selection to get you on the right track.

— Eateries
— Sport and Facilities
— Day Nursery
— College Health
— Commuting to Trinity
— College Maps
— Irish Language Office
— Book of Kells – TCD Visitors
— Trinity Gift Shop
— College Templates
— Trinity People Finder
— Covid-19 Information Hub
— Events – Trinity Communications

The **Trinity Trails self-guided tour** is a wonderful way to explore Trinity campus and learn about its fascinating history and heritage. The content on the tour was created by employees and students from a wide range of departments including: Anatomy, Architecture, Botany, the Douglas Hyde Gallery, Estates and Facilities, History and Humanities, Geology, the Library, Tangent, Trinity Art Collections, Trinity Development and Alumni, and Zoology.

Use link below on your phone to download the Visit Trinity app. Download the app, select 'Tours' and then 'Trinity Trails'.
https://api.waymigo.com/v1/token/link/TLCgZFcrb/QNAF1010K2IW

Moving to Ireland

Useful sites are Advice on Relocating to Ireland and Visiting Trinity Campus.

Accommodation

There are a number of places online where you can search to view properties in all areas of Dublin and to get an idea of rental costs.
— www.daft.ie   — www.rent.ie
— www.myhome.ie   — www.property.ie

To avoid rental scams or disappointment, you are strongly recommended to view any property in person before paying a deposit or any money online.

For Irish Tax and Customs, see the Revenue Services site.

For Public Health Updates, see the Health Services Executive (HSE) site.

For public transport information, see Dublin Public Transport and Transport for Ireland.

See the following about learning to drive a car in Ireland or your Irish Licence and road safety.

Dublin has a lively social, cultural and entertainment scene. Good sources of information and event listings are:
— Lovin Dublin
— Totally Dublin
— Visit Dublin

If you have any questions about working at Trinity, please get in touch with us.

Our HR Service Centre Team are happy to help with personal employment queries:

By email: hr@tcd.ie
By telephone: +353 (0) 1 896 3333
Address: HR Trinity Central, 152–160 Pearse Street, Dublin 2.
Open all day 9.00 am to 5.00 pm Monday–Friday.

Connect with the Trinity Community

Facebook →   Instagram →   Twitter →   YouTube →   LinkedIn →