

INFORMATION FOR ALL NEW MEMBERS OF STAFF

The following are guidelines to facilitate you making a smooth transition into employment with Trinity College. **Further advice and information is available on the Staff Office website www.tcd.ie/hr**

CONTRACTS

All new staff members will be issued with a contract of employment within a few weeks of commencing employment, if not before they have started. The contract of employment will lay out all terms and conditions of employment. If you have any queries on your contract, please contact Claire Levingstone in Human Resources on Ext. 3365. All contracts must be signed and sent back to the Human Resources, House 4, College.

PAYROLL

For queries regarding salary or payment details please contact the person in the Payroll Section who is responsible for your staff category:

• Monthly paid staff	-	Mairead O'Connor	Ext. 2056
• Monthly paid staff	-	Helen Farrelly	Ext. 1231
• Weekly paid staff	-	Ghati Hechei	Ext. 3455
• Research Students	-	Rachel Byrne	Ext. 2493
• Research Assistants and Fellows	-	Aaron O'Hara	Ext. 3333

Monthly paid staff are paid on the 20th of the month and weekly paid staff on each Thursday.

WORK PERMITS

If you are a non-EU/EEA national, your School or Department must advise Human Resources prior to you commencing employment. Further information on work permits is available on the Human Resources website at <http://www.tcd.ie/hr/services/permits>. The Work Permit Section of the Department of Enterprise, Trade and Employment examines applications from employers and issues permits where appropriate. Further information is also available on their website at www.entemp.ie.

HOSTING AGREEMENTS

Research Assistants and Fellows may now avail of the Hosting Agreement scheme details of which are available on the Human Resources Website at <http://www.tcd.ie/hr/hrteam/recruitment/resources/applicant/HostingAgreement.php>

Please note that employees cannot commence employment with the College until their Work Permit / Hosting Agreement has been issued.

BANK MANDATE & P45

Bank Mandate Forms, for payment of salary directly to your bank account, are available from the Human Resources or Treasurer's Office or to download at http://www.tcd.ie/Treasurers_Office/forms/BankMandateForm.pdf. Completed Bank Mandate forms (and, where applicable, your P45) should be forwarded to the Salaries & Wages Office, 5 College Green, College. Monthly staff are paid on the 20th day of the month and weekly paid staff each Thursday.

OPENING AN IRISH BANK ACCOUNT

Salary must be paid into an Irish bank account. If you require a letter to open a bank account, please contact the HR Adviser for your Faculty, or the Payroll Section of Human Resources.

Bank of Ireland is now the exclusive campus bank, offering financial services to Trinity students, staff, graduates and businesses. Bank of Ireland will serve the Trinity community in three convenient locations: a campus branch in the Dining Hall building, a new branch in the Hamilton building and a dedicated Trinity branch at No. 2 College Green.

Account Opening Requirements - New International Staff

- Passport or EU Identity Card

- Letter from Trinity on headed paper stating all of the following:

- Type of staff member's employment with College
- Duration of staff member's employment with College
- Employee's home address
- Employee's Address in Ireland (Note – address must be a residence, not c/o a Trinity department).

ATM MACHINES

There are three ATM machines in College, two (Bank of Ireland) at the Entrance to the Atrium and one (AIB) at the Hamilton Building.

STAFF NUMBERS

All new members of staff are issued with a staff number by Payroll. This number must be known before a Staff ID Card can be issued. You can obtain your staff number from Human Resources or Payroll at Ext. 1678.

LIBRARY BORROWING

For permission to borrow books, you must fill out a Library Bond Form. Library Bond Forms can be obtained from the Berkeley Library or Human Resources. These forms must be completed and submitted to the Berkeley Library at least 24 hours **prior** to obtaining your staff card. Once encoded your Staff Card will act as your library card. Contact the Staff Office at Ext. 1678.

STAFF ID

Staff Cards are issued from Human Resources, House 4, College at the following times Monday to Friday 9.15am to 1.00am and 2.00pm to 5.00pm.

BUILDING ACCESS

If your Staff ID Card is required to enter buildings and is not allowing you access, please contact Cathal O'Donnell at access.control@tcd.ie.

COMPUTER ACCESS

New staff members can obtain their computer log-in and email account details from either Human Resources Reception or from the I.S. Services Helpdesk in Aras an Phiarsaigh.

When obtaining your Staff ID Card, please ask at the Human Resources Reception for your computer account details also. If they are not available from Human Resources at that time, you may obtain your computer details from the I.S. Services Helpdesk on presentation of your Staff ID Card. The Helpdesk can be contacted at Ext. 2000.

PENSION

All pension queries including the transfer of pensions are handled by Joanne Lynch at Ext. 3889 and Sharon Nelson at Ext. 1965. For further advice and information please refer to www.tcd.ie/Staff_Office/relations/pensions.php . Pension details will be outlined in your contract of employment. Please note that it is extremely important that staff entering the pension scheme complete the Application for Membership Form enclosed with their contract, as failure to provide date of birth and home address details may result in a delay in the issuing of contribution refunds, if applicable, on termination of employment.

MEDICAL INSURANCE - VHI / HOSPITAL SATURDAY FUND APPLICATION and VIVAS FORMS

All information in relation to the VHI Scheme can be found on the Treasurers Office Website at http://www.tcd.ie/Treasurers_Office/payroll/pay_vhi.php.

Hospital Saturday Fund is a non-profit making organization, which provides a level of health insurance to subscribers. Facilities exist for deductions to be made directly from salaries in respect of staff subscriptions to the Hospital Saturday Fund.

Application Forms can be obtained from the Staff Office (Ext. 1678).

Information regarding the VIVAS Scheme is available on the web at www.VIVAS.ie.

EMPLOYEE ASSISTANCE PROGRAMME

The College has appointed Personal Performance Consultants Worldwide Ltd (PPC) to provide its Employee Assistance Programme. They have a range of services, including telephone information services; telephone and face to face counseling and a very comprehensive website. They can provide assistance on a wide range of issues, for example: starting a new job, moving to Ireland, buying a new home, managing money, personal crises and family crises etc.

They also have a language interpretation service. Further details are available on www.ppconline.info or by phone on 1800 409476 (open 24 hours a day, 7 days a week). You will need your Staff ID to access this service. If you are newly appointed and have not been assigned a Staff ID yet, please contact Staff Office (Ext. 1678).

This service is paid in full by the College and guarantees total confidentiality. It is totally voluntary and it is designed to allow members of staff to seek confidential help on their own initiative. Staff are assured that job security, seniority, wage rates, benefits and promotional opportunities will not be jeopardized by a request for consultation treatment.

TRAVEL PASS SCHEME

The Staff Relations Section of the Human Resources administers the Travel Pass Tax Saver Scheme for eligible Trinity College Staff. This scheme provides for the supply of Annual CIE and Luas travel passes to eligible staff, without their incurring benefit-in-kind tax liability. The scheme will run twice annually.

The first scheme will run from 1st July until 30th June the following year. The second scheme will run from 1st November until 31st October the following year.

The passes currently available from CIE offer unlimited travel on Dublin Bus and Irish Rail within certain zones, Luas and specific Bus Eireann tickets, depending on the type of pass chosen.

Further information relating to this scheme is available on the web at <https://www.tcd.ie/hr/procedures/schemes>. The Office can be contacted at Ext. 1882.

RELOCATION EXPENSES

Qualified candidates can obtain a Relocation Expenses Reimbursement Form from Human Resources. A payment will be credited to your bank account within 10 working days. If you have any queries relating to relocation expenses please contact Samantha Peavoy in Human Resources Ext. 1678 or peavoy@tcd.ie.

CAR PARKING PERMITS

To apply for a parking permit you must present your Vehicle Registration Certificate to the Director of Buildings Office located at West Chapel, College. Further information and application forms are available on the web at www.tcd.ie/Buildings/parking.html. Please note that there is currently a considerable waiting list for car parking permits. The Office can be contacted at Ext. 2262.

PERIMETER GATE KEYS

Perimeter gate keys are available from the Director of Building's Office during office hours on production of a valid TCD Staff Card and €30.00 deposit; please bring exact change to avoid unnecessary inconvenience and delay.

SPORTS FACILITIES

Members of the College extensive sport and physical recreation facilities must first obtain membership. Contact the Sports Centre Office, Ext. 1803 or <http://www.tcd.ie/Sport/>.

APPLYING FOR A P.P.S. NUMBER - IRISH CITIZENS

Anyone born after 1971 was issued with a Personnel Public Service Number at birth. If you do not have access to this number, you can phone or call into: -

Social Welfare Services Office
King's Inn
20 King's Inns Street
Dublin 1

Phone Number: (01) 8899500

Opening Hours 9.30 – 16.00 (*opens Thursday 10.30 am*).

APPLYING FOR A P.P.S. NUMBER - NON-NATIONALS

Non-Nationals must apply for a Personnel Public Service Number from the local Social Welfare Office in King's Inn, details above.

An employee must bring the following items with them:

- Passport/Driving License
- Documentation of Home Address e.g. Bill, Rent Book

It takes approximately 10 working days for this number to be issued.

TAX AND PRSI MATTERS

All queries relating to Tax and PRSI are dealt with by Salaries and Wages, 5 College Green, College, Ext. 1928 or 1856.

Please visit Irish Revenue Website for comprehensive guide: <http://www.revenue.ie/index.htm>.

CERTIFICATE OF TAX CREDITS AND STANDARD RATE CUT OFF POINT

Please contact Trinity's Branch of the Tax Office, in order to sort out your tax affairs:

Central Revenue Information Office
Cathedral Street
Dublin 1

LoCall number for employees: 1890 333 425

Here you will be asked to complete a **Form 12A**. The following information will be requested:-

P.P.S Number
Employers Registered Number: 00533701
Trinity Colleges Unit Number: 657
Employers Occupation: University

You can download 12A Form on: <http://www.revenue.ie/index.htm>.

Once you have completed the Form, the Tax Office will make its assessment and a Certificate of Tax Credits and Standard Rate Cut off point will be issued to you. An employers copy will be issued to Trinity College about 2 or 3 days after you receive your copy.

For more information about moving to Ireland and tax matters visit http://www.revenue.ie/index.htm?/leaflets/taxguide_chapt1.htm.

VOICE MAIL

To set up a voice mail account please contact Director of Building's Office, Ext. 2251.

COLLEGE HOLIDAYS

The Board of the College has designated certain days as College Holidays on which staff are not normally asked to work. These days are in addition to the annual leave entitlement of staff members. The present pattern of College holidays is as follows: the afternoon of the Wednesday of Trinity Week, Good Friday and four days at Christmas (details of the Christmas closure are entered annually in the Calendar). Staff who are required to work on College Holidays are allowed time off at another time suitable to the requirements of their Departments.

ACCIDENTS IN COLLEGE

If you have an accident in College, however minor, you should report the incident to your Head of Department and ensure that an accident report form is completed. For emergencies (e.g. fire, garda, ambulance, gas leak, chemical spill, or personal safety) please contact Ext. 1999 (Front Gate).

SICK LEAVE

A copy of the College's sick leave regulations is provided with every contract of employment. Further copies may be obtained from the Human Resources. For further information on these regulations contact Cora Mullins at Ext. 1882 or email staff.relations@tcd.ie.

SEXUAL HARASSEMENT, HARASSMENT AND BULLYING

Trinity College is committed to supporting the right of all members of the College community to work and study in an environment which is free from all forms of harassment, including sexual harassment and bullying. Such behaviors can seriously damage working and social conditions for staff and students. Any incidents of harassment involving staff or students of the College are taken seriously and can be grounds for disciplinary action, up to and including dismissal or expulsion from the College. All staff receive a copy of the College's policy on Sexual Harassment and Bullying with their contract documents. Further copies and information may be obtained from Human Resources (Ext. 1678).

CATERING FACILITIES

There are number of catering outlets located throughout the College. For more information contact Catering Department (Ext. 1779).

SHOPS ON CAMPUS

The Library Shop

The Library Shop stocks a wide range of books, postcards and other items. During the summer the stock is geared mainly to the interests of visitors, but it is changed seasonally and has a particularly attractive Christmas selection. College staff may charge purchases to their incidentals account and discount is usually available. The surplus from the shop is used directly to support Library services.

The Students' Union Shops

The Students' Union Shops are located at House No. 6, Trinity College and in the Hamilton Building. They stock a wide range of goods including stationary, confectionery, tobaccos, food, beverages, cards, etc. Newspapers are also available at discounted prices.

COMMON ROOMS

Academic, Administrative and Library staff at or above the rank of Assistant Librarian are eligible for membership of the Senior Common Room. Application card is available from the Staff Office.

Members of staff not otherwise eligible to join the Senior Common Room may join the General Common Room. Application for membership and enquiries should be made to Ext. 1865.

DAY NURSERY

The College Day Nursery is located at House 49/50 and is open on weekdays from 8.00 a.m. to 5.15 p.m. (early booking advisable).

For more information please contact the Nursery Supervisor at Ext. 1938.

