



## PAYROLL ACTIVITIES & PROCEDURES

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### PAYROLL ACTIVITIES

The Payroll section is responsible for the College's Weekly and Monthly payrolls.

The College also operates a Casual payroll for those who are paid on an occasional or infrequent basis. The Casual payroll is run by Salaries & Wages Office, The Treasurer's Office, 5 College Green.

This office is also responsible for income tax, PRSI (pay related social insurance) and V.H.I.

The following is a summary of the main activities and responsibilities of the Payroll section of the Staff Office:

- Establish new staff on Payroll/Personnel system
- Terminate Payroll/Personnel record when staff leave
- Payment of stipends to Postgraduate students and Undergraduates
- Calculation and implementation of HEA approved salary/wage agreements
- Processing of standard annual increments
- Processing of additional increments and promotions when approved by the relevant review committee
- Provision of statements of income and completion of Bank, Building Society and Social Welfare forms
- Maintenance of staff computerised personnel records which in turn facilitate the production of staff I.D. cards and population of the Peoplefinder on the College website.
- Personnel file management

## **PAYROLL PROCEDURES**

### **PAY DATES**

Payment of Salaries/Wages is made as follows:

Monthly payroll - pay day is 20<sup>th</sup> of each month for the full calendar month

Weekly payroll - pay day is Thursday of each week for the full week

Casual payroll - the last working day of the month

### **PAYROLL DEADLINES**

The following are the latest dates for receipt of instructions relating to the:

**Monthly** payroll - 1<sup>st</sup> day of month in which payment is to be made

**Weekly** payroll - midday Thursday for payment the following week. In the week preceding a public holiday the deadline is midday Wednesday

**Casual payroll** - 6<sup>th</sup> of each month and where 6<sup>th</sup> falls on a Saturday/Sunday forms should reach Salaries & Wages Office, Treasurers Office, 5 College Green by the close of business on the preceding Friday

### **NEW STAFF**

If you are commencing employment in Ireland for the first time you will need to acquire a PPS number (Personal Public Service number) and then contact the Revenue Commissioners to apply for a Certificate of Tax Credit.

Useful links:

[www.tcd.ie/Treasurers\\_Office/payroll/pay-newemployees.php](http://www.tcd.ie/Treasurers_Office/payroll/pay-newemployees.php)

[www.tcd.ie/Treasurers\\_Office/payroll/pay\\_vhi.php](http://www.tcd.ie/Treasurers_Office/payroll/pay_vhi.php)

[www.revenue.ie](http://www.revenue.ie)

[www.welfare.ie](http://www.welfare.ie)

## ***PAYMENT OF RESEARCH FELLOWS/ASSISTANT/UNDERGRADUATE AND POSTGRADUATE STUDENTS***

Research Fellows, Assistants and Postgraduate students are paid on the monthly payroll. Summer Undergraduate Students are paid on the weekly payroll.

Before payment can commence one of the following forms, completed in full must be submitted. **These forms must not be altered from their original format in any way.**

Principal Investigators are invited to note that a payroll record for a Researcher cannot be established unless a research account code is provided. Account codes are issued by the Research Section of the Treasurers Office.

**Research Fellows** - Nomination form signed by the Principal Investigator and Head of School should be sent to Ms. Claire Levingstone, Recruitment Section, Staff Office.

**Research Assistants** - Proposal form signed by the Principal Investigator and Head of Department should be sent to Mr. Aaron O'Hara, Payroll Section, Staff Office.

**Postgraduate Research Students** - Proposal form signed by the Principal Investigator and Head of Department, together with a Revenue Declaration form signed by hand and in full by the student, should be sent to Ms. Rachel Byrne, Payroll Section, Staff Office.

**Summer Undergraduate Students** - Proposal form signed by the Principal Investigator and Head of Department, together with a Revenue Declaration form signed by hand and in full by the student, should be sent to Ms. Ghati Hechei, Payroll Section, Staff Office.

Details of new staff other than Research Staff will be passed to the Payroll section by the Staff Office Recruitment section when a contract has been issued. New staff will be established on the payroll on the basis of the contract details.

## ***EXTENSIONS OR CESSATIONS***

Proposals for contract extensions must be submitted in the first instance as follows:

**Academic areas:** through the Dean to the Faculty Executive Committee

**Administrative areas:** through the Staff Office to the Chief Operating Officer

In the case of Research Fellows, Assistants and Postgraduate Students, prior to the contract end date the Payroll section will contact the Principal Investigator by email to ascertain if the contract is to be ceased or extended. Principal Investigators are urged to respond with the relevant information by the due date. When payment of a stipend to

a Postgraduate Student is to continue he/she is required to complete a new Revenue Declaration Form and return same to Ms. Rachel Byrne.

### ***CESSATION OF EMPLOYMENT***

If staff in academic departments leave or resign before their designated contract end the Faculty H.R. Advisor must be notified immediately so that the Payroll section can be informed.

In non academic areas the Staff Office must be notified in writing or by email as soon as possible so that payment of wages/salary can be ceased, outstanding holiday pay paid and P45 be issued on time.

In all cases, payment to staff leaving before the final day of the week or month, payment will be made on the normal pay date.

### ***CHANGING A RESEARCH ACCOUNT NUMBER***

In order to change a cost centre from a non research account to a research account or from one research account to another it is necessary to complete a Staff Transfer Form and return same to the Research Section of the Treasurers Office, 5 College Green.

[www.tcd.ie/Treasurers\\_Office/form/StaffTransferForm.xls](http://www.tcd.ie/Treasurers_Office/form/StaffTransferForm.xls)

### ***CHANGING BANK ACCOUNT DETAILS***

It will be necessary to complete a new Direct Pay Mandate form and return same to Salaries & Wages Office, Treasurers Office, 5 College Green.

[www.tcd.ie/Treasurers\\_Office/forms/directpaymandate.xls](http://www.tcd.ie/Treasurers_Office/forms/directpaymandate.xls)