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## Human Resources - Claim Form for Occasional Lecturers, Student Demonstrators and other Casual Part-time Staff

### Section A

Details of Surname, First Names, PPS No. and Staff Number must always be entered on the form. If it is your first claim, leave the Staff Number box blank. If you do not have a PPS No. please contact the DSP on [www.welfare.ie](http://www.welfare.ie) immediately. On receipt of your first claim, a Staff Number will be allocated and displayed on your Pay Advice which should be quoted on all subsequent claims.

Please tick the relevant Payroll category for you:

Weekly = paid weekly on Thursday

Monthly = paid on 20th of each month

Casual = paid on the last working day of the month

First time to be paid = not paid previously by TCD

### Section B

Address details need only be given on the first claim and on subsequent claims only if the details have changed.

Bank account details are required for the processing of payment directly into your bank account. You will receive a Pay Advice detailing gross pay, deductions and net pay. The Pay Advice will be sent to the last address held on file so please ensure it is accurate and up to date. It will only be necessary to provide details of your bank account with your first claim and on subsequent claims if the details of your bank account have changed.

The name of the School / Discipline for which the work was done must be specified. If you have undertaken work in more than one School, separate claim forms must be completed.

If you are in receipt of any other payments from College, please give details on the form.

This will facilitate a single payment and will speed up processing. An example of this may be



where a student is in receipt of a studentship / scholarship and is now claiming payment for demonstrating or other work.

If you are employed elsewhere outside of the College please give details of the PRSI Class applicable. This information should be on your last P60 or available from your other employer. It is important to give this information to avoid difficulties later with your PRSI liabilities.

If you are employed in the Public Sector and paying modified PRSI (i.e. Class B,C,D or H) this may affect the rate of PRSI applicable to this payment.

If you are claiming payment for the first time, please complete the "Set up Form for Casual Payroll" in full including PRD Declaration as no payment will be processed without this.

(Form available on web)

## Section C

### Periods Worked For Which Payment Is Claimed

Data to be entered by Claimant:

- (a) Details of work performed for which payment is claimed should be entered by the Claimant, if necessary in consultation with the School / Discipline which engaged you to carry out the work.
- (b) Claim forms must not cover a period longer than one month and should be completed for each week ending on the Friday of that week in which work was performed. Casual payroll is always paid in arrears.
- (c) In respect of each week in which work was performed, please tick the relevant boxes to indicate on which days the work was performed. This is required to determine the number of insurable weeks, which will be required to establish future entitlement to Social Welfare Benefits.

Data to be checked and entered by School and / or Faculty:

- (d) The School / Faculty Office as appropriate should: (i) check the details of work performed for which payment is claimed and (ii) calculate the gross pay based on the agreed hourly rate or other basis (must be at least equal to the national minimum



wage) and (iii) ensure that all sections of the form are completed and (iv) ensure that the payment due is claimed within one month of the work being completed and (v) ensure that the casual payroll is used for occasional staff only i.e. short term and occasional and (vi) ensure that the form is signed by the applicable Head of School/ Area/ Project Account Holder.

## Section D

### Account Coding

The School / Faculty Office should enter the account code(s) to which the cost of the work is to be charged. For Costs charged to a General Ledger code please complete section X, for charges to Research Projects, please populate Section Y. For costs to be charged out to a third party, please complete Section Z. Certain segments have been prepopulated where these have default values.

### Deadlines:

- (a) Claimants must have completed forms submitted to the School Office not later than the 1st day of the next month to which the claim relates.
- (b) Where claims have also to be processed through the Faculty Office, claim forms must be in the Faculty Office by no later than the 3rd day of the next month to which the claim relates.
- (c) Claim forms must be received in Payroll Services, Human Resources, 1st Floor, House 4, College Campus, Dublin 2, by 12pm on the 6th day of the next month to which the claim relates.

Payment will be made on the last working day of the month in which the claim is received, providing all details are correct / complete and the claim is received on time.

Please note: Incomplete claim forms will not be processed and will be returned to the School / Discipline for correction.

If you have any queries regarding the completion of this form, please contact either the School Office where you are working or the HR Services Team on (01) 8963333.