



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

- 1.) It is important to complete all sections of this form, otherwise no payment will be processed.
2.) Claims for payment **must be received** in Faculty/School Office no later than the 1st day & in the **Payroll Services Office, HR** no later than 12pm **6th of the month** following the month to which the claim refers.

Section A (PPS Number and Staff Number, once issued, should be entered).

Please tick the relevant payroll category to you:				<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Casual	<input type="checkbox"/> First time to be paid
Surname:		First Names:		PPS No:		Staff No:	

Section B (Please complete this section **only if it is your first claim** in the current academic year or the information required has changed since your last claim in the current academic year).

Home Address:							
Address to send Pay Advice (if different):							
Bank Name:		Bank Address:		Account Name:			
Account No:		Bank Sort Code:		Dept/School where work was performed:			
IBAN No: (SEPA Requirement)				Swift / BIC Address: (SEPA Requirement)			
Are you in receipt of any other payments from Trinity College? (If yes, please specify):							
If you are employed in the Public Sector paying modified PRSI (i.e. Class B, C, D or H), please state class:							

Section C Periods Worked for which Payment is being Claimed (To be completed by person making the claim).
This form should be completed for periods up to Friday of each week and up to the last Friday of the month in which work was performed, unless work ceased earlier e.g. end of teaching term.

Periods for which work is being claimed (to be completed by person making the claim)												Official Use Only		
Period Worked	Enter Date	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Description of Work	Total Hours / Items	Faculty / School		Payroll Services Office, HR	
											Hourly Rate etc. (if applicable)	Gross Pay Euro	PRSI Class	Comments / Calculations
Week Ended:														
Week Ended:														
Week Ended:														
Week Ended:														
Week Ended:														
NB (Please tick the days in which work was performed, otherwise payment may be delayed)										TOTALS:				

Section D - Please indicate Project (Research, Other, etc) details **or** GL **or** Charge Out details **or** all of these where applicable:

Account Codes to be charged:	(X) GENERAL LEDGER	GL Cost Centre	GL Activity	GL Source of Funds	Expense Code	Spare	Value €
						000000	
	(Y) RESEARCH PROJECT	Organisation (Cost Centre)	Project No	Award No	Expense Code (Exp Type)	Task No	Value €
					01		
(Z) CHARGE OUT	GL Cost Centre	Customer No	Bill to Location	Expense Code	Customer Name	Value €	
	0000			91201			

Signature of person seeking payment:		Date:		Signature of Head of School/TRI or Project A/c Holder:		Date:	
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Human Resources - Claim Form for Occasional Lecturers, Student Demonstrators and other 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 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: Wkly = paid weekly on Thursday Mthly = 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

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.

(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 and (iii) ensure that all

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 Payroll Services Team on (01) 8961856