Occasional Staff / Casual Payroll Process overview
December 2021

1. Engagement Form (Part One)
   - Completed by Line Manager or nominee
   - Includes detail on the role (duration, pay rate, cost centre, nature of the work)
   - Includes check box to say the employee is suitably qualified
   - Includes check box to indicate if system access is required
   - **Action:** Form is emailed to the Employee

2. Engagement Form (Part Two)
   - Employee reads the Terms and Conditions on the form and retains email copy.
   - Employee completes personal details (Bank details, address, PPS no, etc)
   - Employee declares their eligibility to work in Ireland and ticks appropriate box.
   - **Action:** Employee returns the completed form to HR Employee Services AND the Line manager or Local Administrator

3a. Local Administrator / Line Manager
   - Review the completed form (part one) noting the detail for local budgeting / checking purposes
   - Review the eligibility to work. If there is a query regarding the person’s eligibility i.e. not Irish, not EU, not a Trinity Student, then await confirmation from HR before allowing the person to commence work
   - **Action:** Retain Part One of the form if required locally.

3b. HR Employee Services
   - Set up the employee on CoreHR. If any data is incomplete, revert to line manager / local administrator.
   - Review the eligibility to work. If there is a query regarding the person’s eligibility.
   - If the person declares they are Irish, EU, or a Trinity Student no further action required.
   - For all others, review the accompanying documentation. Once eligibility has been established (or not) confirm this by email to the line manager / local administrator.
   - **Action:** Set up if eligible to work or notify if not-eligible to work.