Retirement Essentials – Frequently Asked Questions

Do I have to retire?
The circumstances for each employee can be different and depend on the relevant scheme rules and the legislation applying at the time you joined the University. Our initial correspondence to retirees, which issues annually in October, will highlight your particular circumstances. Due to recent legislation changes, all staff can now remain in service until at least age 70.

Can I contact the Pensions Office with any queries?
You can contact the Pensions Office at any time with any queries you may have. Our email address is pensions@tcd.ie and our contact number is (01) 896 2422.

How is my pension calculated?
You should refer to the Scheme Leaflets and Booklets available on our website (www.tcd.ie/hr/pensions) for your particular scheme.

When will I receive my benefits?
Your first pension payment is paid by credit transfer into your nominated bank account by Mercer our Pension Administrators on or around the 20th day of the month following your retirement, and thereafter on the 20th day of each calendar month, with a remittance slip (similar to a payslip) sent directly to your Home Address by Mercer. If you are due to receive a retirement lump sum, your Lump Sum would normally be paid to you within 1-2 weeks of your retirement date.

How will my pension be taxed?
Your Trinity College Pension will be taxed in the same way your salary was i.e. under the PAYE system. However you will not pay Additional Superannuation Contribution (ASC) on your pension.

As you may be aware, due to Pay Modernisation, P45s are no longer issued. In order to ensure that your pension payments are taxed correctly from an early stage, Mercer will contact Revenue to move your tax credits over to the Mercer Pensions Payroll when your pension is due to commence. Mercer’s Employer Registered No is 0834206V.

Can I be paid for my outstanding holidays?
You should ensure that any residual annual leave entitlement is discharged in full prior to your retirement in consultation with your Line Manager. In accordance with a HEA Directive, payment in lieu of annual leave may only be approved by your Line Manager in exceptional circumstances and must be communicated to Payroll one month prior to your retirement date. This is to ensure that your final salary payment and your P45 are accurate.

Can I make an Additional Voluntary Contribution (AVC)?
If you are interested in paying AVCs you should contact the Trinity Pensions Office at the earliest opportunity.

Does the Pensions Office provide Financial Advice?
The Pensions Office Team is not permitted, by law, to give financial advice to employees. We can, of course, answer any general queries about how your benefits are calculated and the process involved. If you are in any doubt as to how you wish to proceed with any element the drawdown of your retirement benefits under a University’s Pension Scheme or AVC Scheme, as with any issue affecting financial planning, we recommend that you take independent professional advice on a personal basis.

Can my VHI deductions be taken from my pension?
If you are currently paying VHI from your salary then you can continue to have this deducted from your pension. You will just need to include the details of your VHI policy on the documentation that the Pensions Office will provide you with.
Can I go on a pre-retirement course?
The University runs retirement courses in conjunction with the Retirement Planning Council. These courses cover the transition into retirement, the state pension, financial planning and how to have a healthy retirement. We will write to you in due course with the dates of the courses.

Do I have an entitlement to the State Pension?
Your entitlement to the State Contributory Pension is based on your National Insurance (PRSI) contributions over the course of your career and is separate from your Trinity College pension. You should contact the Department of Social Protection on 1890 500 000 or via their website www.welfare.ie.

What do I need to provide to the Pensions Office?
The Pensions Office will ask you to complete a Retirement Options Request Form. This includes basic personal information and also asks about any other pension entitlements you may have (other than any State Pension entitlements). We will also require sight of your original Birth Certificate, and if applicable, sight of your Spouse’s original Birth Certificate and your original Marriage Certificate. These will be returned to you once copies are taken for our records.

If we are unable to sight the originals of your certificate(s) we must receive a certified copy. The original certificates can be certified by any of the following Institutions:

- An Garda Siochána;
- Practising Chartered & Certified Public Accountants;
- Notaries Public / Practicing Solicitors;
- Embassy / Consular Staff;
- Regulated financial or credit institutions;
- Justice of the peace;
- Commissioner for oaths;
- Medical professional

Can I retain my library and email access?
Fellow Emeriti are entitled to automatically retain their University e-mail account, University IT Network Access, all existing Library access and borrowing privileges and Car Parking Permit.
For other staff members, retaining email and library access is available on request. Please request a form from the Pensions Office.

Is a University Print available to Retirees?
The Pensions Office makes available a retirement print on behalf of the University for presentation to retirees. This print has recently been commissioned by Photographer Patrick Donald of Patrick Donald Studios in the Royal Hibernian Way off Dawson Street.

Working after Retirement
There are restrictions on post-retirement employment within the Irish Public Service. You may not be re-engaged in any paid capacity by the University without the prior written approval of the Higher Education Authority. This applies irrespective of the source of funding and includes payments via the casual payroll. There are also statutory restrictions on post-retirement engagement in any Public Service Body. Your Trinity retirement pension may be abated or suspended in its entirety to reflect any post-retirement earnings from an Irish Public Service body.

What is the Trinity Retirement Association?
The Trinity Retirement Association was set up in 2014 for retired staff members to meet and engage in educational, cultural, sporting and social activities. The membership fee is currently €15 and you can apply online via the website www.tcdretired.ie.

What happens to my pension if I die after retiring?
This can vary depending on your Pension Scheme, however all schemes will generally provide for a spouse’s pension to be paid. You can refer to the Scheme Leaflets and Booklets available on our website (www.tcd.ie/hr/pensions) for your particular scheme.