Research Fellow or Research Assistant Identified

EU national
- Confirm Commencement date/arrival in Ireland

Non-EU national
1. Visa requirement?
2. Hosting Agreement?
3. Confirm Commencement date/arrival in Ireland

Timeline: 10wks
- Set up for payroll requires:
  1. PPSN
  2. Irish SEPA Bank A/c
  3. Irish Resident Address
- Additional time to be allowed for: travel restrictions/mandatory quarantine

Timeline: min 3wks
- Important:
  - Person must be in Ireland to commence work.
  - No other mechanism for payment can be put in place.
  - Casual payroll cannot be used as tax liability & cost could be created for both Trinity and individual.

International Research Collaborator on Trinity project
(1) Trinity will not be employer
(2) Person will be non-resident

Person to be paid through institutional arrangement
- PI to HR - Check if Secondment letter required
- Information required:
  1. Total time required for collaboration on project
  2. Daily rate of payment
  3. Payment intervals
  Casual pay Claim Form/invoice received:
  - SEPA Bank A/c
  - EXCEPTIONAL, FEXCO payments for non EEA

- Important:
  Payment via FEXCO is not possible for all countries, with payment only being made in Euro.
  If person eligible for withholding tax, they cannot be paid via payroll (Casual Pay)

Person to be paid as individual consultant/contractor through invoices
- PI to HR - Research Agreement to be sent (for revenue compliance)

- Important:
  Payment via FEXCO is not possible for all countries, with payment only being made in Euro.
  If person eligible for withholding tax, they cannot be paid via payroll (Casual Pay)