Sick Leave and PRSI Arrangements (Social Welfare Payments) ................................15
Pension ........................................................................................................................................16
Travel Pass Scheme ................................................................................................................... 16
Bike to Work Scheme ................................................................................................................ 16
Employee Assistance Programme ........................................................................................... 16
Relocation Expenses ................................................................................................................ 17
Private Health Insurance .......................................................................................................... 17
Medical Insurance – VHI / Hospital Saturday Fund Application and Aviva Forms
.................................................................................................................................................17
Staff ID Discounts ................................................................................................................... 18
Overview of Some Key Trinity Policies/Initiatives ...................................................................19
Annual Leave Holidays ............................................................................................................. 19
Accidents in Trinity ................................................................................................................... 19
Dignity and Respect ................................................................................................................... 19
Diversity and Inclusion ............................................................................................................. 19
Sports Facilities ....................................................................................................................... 20
Day Nursery ............................................................................................................................. 20
Induction Day ........................................................................................................................... 22
Learning & Development ......................................................................................................... 22
Other Training and Development Opportunities: ................................................................. 23
General Information for New Staff .......................................................................................... 24
Your Health ............................................................................................................................... 24
Trinity Health Service .............................................................................................................. 24
Other Health Service Options ................................................................................................. 24
Medication ..................................................................................................................................25
Irish Language ............................................................................................................................ 25
Chaplaincy ................................................................................................................................. 26
Disability Services ...................................................................................................................... 26
Trinity Security .......................................................................................................................... 26
Useful Noticeboards / newsletters to sign up to: ............................................................... 27
Useful Links ............................................................................................................................... 27
Travelling from Dublin Airport to Trinity College Dublin and the City Centre ...................... 28
Public Transport in Dublin ...................................................................................................... 28
Leap Card ..................................................................................................................................28
Dublin Bus/Go-Ahead Ireland ................................................................................................. 28
Nitelink ....................................................................................................................................... 29
Relevant Financial Policies: ............................................................................................................. 40
Shops on Campus ......................................................................................................................... 41
Old Library Gift Shop .................................................................................................................. 41
The Students’ Union Shops ......................................................................................................... 41
Science Gallery Shop .................................................................................................................... 41
Catering Facilities ....................................................................................................................... 42
Common Room ............................................................................................................................ 42
The Buttery Food Court ............................................................................................................... 42
The Perch Café ............................................................................................................................ 42
Dining Hall Student Buffet ............................................................................................................ 42
Aras an Phiarasigh Coffee Area .................................................................................................. 42
Staff Restaurants ......................................................................................................................... 43
The East Dining Hall .................................................................................................................. 43
The 1592 Restaurant: .................................................................................................................. 43
The Hamilton Building ................................................................................................................. 43
Pavilion Bar .................................................................................................................................. 43
Delivered Catering ...................................................................................................................... 43
Off Campus Catering Outlets ..................................................................................................... 43
St James’s or Tallaght Trinity Health Sciences ........................................................................... 43
Appendix 1: University Policies ................................................................................................ 45
Information for All New Members of Staff

Welcome to Trinity College Dublin, the University of Dublin and thank you for choosing to further your career here. The following are guidelines to facilitate you making a smooth transition into employment with Trinity. We wish you every success and hope that have a successful and fulfilling experience in your employment with us. Further advice and information is available on Trinity’s website at www.tcd.ie

About Trinity
Trinity is Ireland’s top ranked university.

Diversity and inclusivity are core values of Trinity, and on campus we promote an ethos, not only of respect, understanding and appreciation of difference, but an ethos where difference in individuals and in groups is supported and celebrated.

Trinity’s campus is situated in the heart of Dublin’s city centre. Its state-of-the-art modern facilities include the Trinity Business School, Sports Centre, Science Gallery, Nanoscience research centre, Long Room Hub, and the Biomedical Sciences Institute, situated in a 47-acre campus of cobbled squares, historic buildings and green playing fields.

Trinity’s central location makes it highly accessible for all forms of public transport, such as LUAS (light rail transit) lines, the DART line (Dublin’s suburban rail system) and a large number of Dublin’s bus routes. The national bus routes are a few minutes’ walk away, Dublin’s main two train stations are in close proximity, while Dublin airport is 13km from the campus and is directly accessible via bus or taxi.

Browse campus maps and directions to Trinity at www.tcd.ie/maps
Your Employment Contract

All new staff members will be issued with a contract of employment before commencing employment. The contract of employment will set out all terms and conditions of employment. If you have any queries on your contract, please contact the Recruitment Team in the Human Resources Department, hr@Tcd.ie, phone 00353 1 8963333. All contracts must be signed and sent back to Human Resources, Trinity College Dublin, Dublin 2. Employees are required to return a signed and dated contract of employment to Human Resources before they can be set up on Payroll and commence work in Trinity.

HR Service Centre
Contact our HR Service Centre for all your employment related queries.

T: +353 (01) 896 3333
E: hr@tcd.ie

In person: HR Service Centre, Ground Floor, House 4, Front Square, Trinity College, Dublin, the University of Dublin, Dublin 2.

The HR Service Centre team will be happy to address any queries you may have. The HR Service Centre is open from 9am to 5.30pm Monday – Thursday and 9am–5pm on Friday. The HR Service Centre is open throughout lunchtime.

Employee Services Section
Monthly paid staff are paid on the 20th of the month for the full calendar month and weekly paid staff on each Thursday for week ending Friday. The Bank Mandate form must be received by Employee Services prior to the 6th of the month for inclusion in that calendar month’s payroll. Also, please note that employments commencing after the 10th of the month will not be paid until the following month.
Tax and Salary Arrangements

Core Portal & Your Payslips
Monthly paid employees can access their payslip through the following link:
https://my.corehr.com/pls/coreportal_trp/.

Staff who have access to Core Portal can update their personal details such as their address and their Emergency Next of Kin details using this system.

Please note: Core Portal is only accessible from within the Trinity network.

Employer Registration Number
The Employer Registration Number for Trinity is 0053370i. This may be needed for some queries/correspondence that staff have with the Revenue and the Department of Social Protection.

How to Organise your Tax
New Employees or staff re-joining Trinity should send their original Irish P45 to the Payroll Services Office, House 4, Trinity College Dublin, Dublin 2 or they must contact the Revenue on 1890 333 425 for a Certificate of Tax Credits to be issued. The Revenue Commissioners webpage is: https://www.revenue.ie/. They are an online app which you can download through your App Store, and you can set up your MyAccount, for ongoing maintenance of your tax details.

Please note: If your employer does not get a Tax Cert or P45 they are obliged to deduct emergency tax.

How to Organise Payment of your Salary into your Bank Account

Bank Mandate and P45
Bank Mandate Forms, for payment of salary directly to your bank account, are available from the Human Resources Department or to download at http://www.tcd.ie/hr/assets/pdf/directpaymandate.pdf (and, where applicable, your P45) should be forwarded to the Payroll Services Office, House 4, Trinity College Dublin, Dublin 2.
Monthly paid staff are paid on the 20\textsuperscript{th} of the month for the full calendar month and weekly paid staff on each Thursday for week ending Friday.

**ATM Machines**

There are ATM (Bank of Ireland) machines in Trinity, at the Entrance to the Atrium and at the Hamilton Building.

**Your First Job in Ireland - Personal Public Service Number**

If you do not have a PPS (Personal Public Service Number):

You should immediately apply for an appointment to get a PPS number.

**Step 1** – Set up a MyGovID account: [https://www.mygovid.ie/](https://www.mygovid.ie/)

**Step 2** – Set up a PPS online appointment at: [https://services.mywelfare.ie/](https://services.mywelfare.ie/) OR Set up an appointment with the Intreo Office at Parnell Street (353 1 8899500) or Westmoreland Street. Further information at the Intreo Centre: [http://www.welfare.ie/en/Pages/office/intreocentreparnellstreet.aspx](http://www.welfare.ie/en/Pages/office/intreocentreparnellstreet.aspx).

Certain documents and proof of identity need to be brought to their offices before a PPS number can be issued.

Please click on link to [www.welfare.ie](http://www.welfare.ie) to get full information regarding the procedures involved in acquiring PPS Numbers from the Social Welfare. Once you have your PPS Number you can complete form 12A and send it to your Regional Tax Office to request a Certificate of tax credits. This form is available from the Tax Office, Payroll Services Office or by download from the Revenue Website. [www.revenue.ie](http://www.revenue.ie) and [www.welfare.ie](http://www.welfare.ie)

**If you have a PPS Number:**

If you are commencing employment in Ireland for the first time and have received your PPS Number you need to fill in a Form 12A ([www.revenue.ie](http://www.revenue.ie)).
Applying for a PPS Number

Who has a PPS Number?
You already have a PPS Number, you are Irish and:

- a. Were born 1971
- b. Started work since 1979
- c. Are getting social welfare payments
- d. If are not Irish and have previously registered in full with the Tax Office in Ireland.

All Children are automatically allocated a PPS Number when a claim is made for Child Benefit or when a child is claimed for as a dependant of an adult who is getting a social welfare payment.

You can ring or call to:

Social Welfare Local Offices, Kings Inn Street, Dublin
T: +353 (0)1 8899500; F: +353 (0)1 8745602

Opening an Irish Bank Account

Salary must be paid into an Irish bank account. Some banks will require a letter from your employer in order to open a bank account. The contract of employment letter should suffice in most cases, however, if you require a letter to open a bank account, please contact the Employee Services Section of Human Resources. You will also need to bring your Passport with you to most banks as proof of identity when opening a bank account.

Relocating to Ireland

For information concerning the practical issues relating to relocating to Ireland, we would suggest you visit the following website -
http://www.citizensinformation.ie/en/moving_country/moving_to_ireland/

There is also information on our student pages about living in Dublin:
https://www.tcd.ie/study/international/living-dublin/index.php.
How to Organise Work Permits/Hosting Agreements for Non-EU Employees

If you are a non-EU/EEA national, your School or Department must advise the Human Resources Department prior to you commencing employment. Further information on work permits is available on the Human Resources website at http://www.tcd.ie/hr/resourcing/hiring-area/employment-permits.php

The Work Permit Section of the Department of Jobs, Enterprise and Innovation issues permits where appropriate, further information is also available on their website at www.djei.ie.

Research Assistants and Fellows may avail of the Hosting Agreement scheme – details of which are available on our website at - http://www.tcd.ie/hr/resourcing/applicant/hosting-agreements.php

Please note that employees cannot commence employment with Trinity until their Work Permit / Hosting Agreement has been approved and issued.

How to obtain your Staff ID cards / Accounts / Access

Staff Numbers
All new members of Staff are issued with a Staff Number by Payroll. This number must be known before a Staff ID card can be issued. You can obtain your Staff number from Human Resources at extension 3333.

Staff Identification Cards
Staff Cards are issued at the following times from Human Resources Service Centre, Ground Floor, House 4, Trinity College Dublin, is open through lunch hour. Monday to Thursday 9.00am – 5.30pm and Friday 9.00am – 5.00pm. If you have a query in relation to your Staff Card please contact HR Service Centre at extension 3333 or by e-mail to hr@tcd.ie
**Tcard-Cashless Payments on Campus**

All new staff ID cards are enabled to make cashless payments across campus where you see the ‘Tcard accepted here’ signs. Cards can be topped by up cash or with a credit card. There are two cash loaders on campus, one on the ground floor of the Arts Building and one on the ground floor of the Hamilton Building. You can also top up your Tcard with your credit card via https://tcard.tcd.ie/ using your name and network password. For further details contact extension 1370 or email tcard@tcd.ie

**Building Access**

If your Staff ID Card is required to enter buildings and is not permitting you access, please contact access.control@tcd.ie

**Computer Access**

New staff members can obtain their computer log-in and email account details from Human Resources Service Centre. When obtaining your Staff ID Card, please ask at the Human Resources Service Centre Reception for your computer account details also. If they are not available from Human Resources at that time, you may obtain your computer details from the IT Services Helpdesk on presentation of your Staff ID Card. The Service Desk can be contacted at extension 2000. Further information on topics such as Wi-Fi & connecting iPhones etc. can be found at https://www.tcd.ie/itservices/getting-started

**Voicemail**

To set up a voice mail account please see the information on the IT Service Website. https://www.tcd.ie/itservices/telephone-services/index.php

**How to Organise Parking and Access**

**Car Parking Permits**

To apply for a parking permit you must present your Vehicle Registration Certificate to the Estates and Facilities Department located at 194 Pearse Street. Further information and application forms are available on the web at https://www.tcd.ie/estatesandfacilities/ Please note that there is currently a
considerable waiting list for car parking permits. The Office can be contacted at extension 4000.

**Perimeter Gate Keys**

Perimeter gate keys are available from the Estates and Facilities Service Centre during office hours on production of a valid Trinity staff card and €26.00 deposit. Please bring exact change to avoid unnecessary inconvenience and delay.
IT Security & Phishing

All staff have a responsibility to maintain the security of the computer equipment and data on the Trinity data network for which they are responsible. Visit the ‘Keeping IT Secure’ section of the IT Services website at www.tcd.ie/itservices/security for detailed information on the IT security resources available to you, and advice on how to keep your equipment and data secure.

In recent years there has been an increase in the number of illegitimate ‘phishing’ emails. These can often appear to be coming from a legitimate source but please note — IT Services will never directly ask you for your login details via email. Be watchful for phishing emails that ask you to ‘update,’ ‘validate,’ or ‘confirm’ your account information and if in doubt contact the IT Service Desk ext 2000, itservices@tcd.ie.

How to Organise Library Borrowing Rights

Library Borrowing

For permission to borrow books, you must fill out a Library Bond Form. Library Bond Forms can be obtained from the Berkeley Library or Human Resources. These forms must be completed and submitted to the Berkeley Library at least 24 hours prior to obtaining your staff card. Once encoded your staff card will act as your library card. Contact Human Resources Service Centre at extension 3333.
Staff Schemes

Sick Leave

A copy of Trinity’s sick leave regulations can be found at the following link:
https://www.tcd.ie/hr/assets/pdf/procedure33-sick-leave.pdf

Notification and Recording of Sick Leave

Any employee who is absent due to illness must notify, their Manager/Head in person, by telephone, on the first day of absence and may be asked to substantiate the absence with medical certification which, in any event, will be required following the second day of absence

Sick Leave and PRSI Arrangements (Social Welfare Payments)

In the case of Class A, E, H or P PRSI contributors, the MC1 Social Welfare Certificate must be completed and submitted by the employee to the Department of Social Protection after a period of 6 consecutive days (1 week) of sick leave.

Illness benefits must be submitted in full to Trinity if the employee is in receipt of sick pay or Temporary Rehabilitation Remuneration (TRR). At Section 6 (i.e. Payment Method) of the MC1 form, staff should take the following steps to ensure the form is completed correctly and that the payment comes directly to Trinity.

1. Tick the box that directs payment to the Employer (Trinity), not to the Employee.

2. Enter the following details:

   Bank Name: Bank of Ireland Bank
   Address: College Green, Dublin 2, Ireland
   Account Name: Trinity College Dublin No. 4 Account
   Account No.: 10023986
   Sort Code: 90-00-17
   IBAN: IE86 BOFI 90001710023986
   IBC/Swift Code: BOFIIE2D

Employees will receive a remittance slip from the Department of Social Protection and are required to give this remittance slip to their Head/Manager/Supervisor as soon as possible.
Please note: The Employer Registration Number for Trinity College Dublin is 0053370I.

**Pension**

If your position is pensionable, this will be specified in the terms and conditions of your Contract of Employment. Comprehensive information on the various pension arrangements in operation within the College may be accessed on the HR intranet at [www.tcd.ie/hr/pensions](http://www.tcd.ie/hr/pensions) or is available from the TCD Pensions Office (Telephone Ext 2422 or e-mail pensions@tcd.ie). Non-pensionable employees have access to a Standard Group PRSA facility. Further details may be obtained from the TCD Pensions Office.

**Travel Pass Scheme**

The HR Service Centre of Human Resources administers the Travel Pass Tax Saver Scheme for eligible Trinity Staff. This scheme provides for the supply of Annual Dublin Bus, Irish Rail, Bus Eireann, Luas and some private bus company annual travel passes to eligible staff, without their incurring benefit-in-kind tax liability. The scheme will run twice annually. The first scheme will run from 1st July until 30th June the following year. The second scheme will run from 1st November until 31st October the following year. Log on to [www.taxsaver.ie](http://www.taxsaver.ie) to see the selection of annual tickets available through this scheme.

**Bike to Work Scheme**

The Bike to work Scheme operates once a year (generally in January/February). The scheme works whereby Trinity purchase the bike / equipment on behalf of the staff member and the cost is deducted from the staff member’s salary in weekly / monthly instalments over 12 months (or less depending on employment status). For further information regarding the Bike to Work Scheme please contact hr@tcd.ie or log on to [www.biketowork.ie](http://www.biketowork.ie)

In conjunction with an active commute to Trinity during the week, the Sports Centre offers all Trinity staff the option of free showers from 7–9am, Monday – Friday. Please email sport@tcd.ie for more information or call extension (01) 8964116.
Employee Assistance Programme
The Inspire Wellbeing Workplaces is engaged by Trinity to provide up to 5 professional counselling sessions to staff and their immediate families (those living at home with them) at no cost to employees. [https://www.tcd.ie/hr/staff-wellbeing/employee-assistance.php](https://www.tcd.ie/hr/staff-wellbeing/employee-assistance.php)

Services Offered:
- Face to Face Counselling on a broad range of issues
- Telephone counselling – where practical and suitable for the issue at hand.

Relocation Expenses
Information on Relocation Expenses can be found at the following link:
[https://www.tcd.ie/hr/resourcing/applicant/expenses.php](https://www.tcd.ie/hr/resourcing/applicant/expenses.php)

If you have any queries relating to relocation expenses please contact Human Resources Service Centre at 01 896 3333.

Private Health Insurance

Medical Insurance – VHI / Hospital Saturday Fund Application and Aviva Forms

VHI Group Scheme
Trinity has a VHI Group Scheme, number 132. Our renewal date is 1st January each year. If you wish to avail of deductions you need to notify the payroll team prior to 1st of November.

Individuals deal directly with VHI ensuring to quote your staff Number on your application form. They in turn notify Trinity of your contribution amount, to be deducted weekly/monthly from your payroll. If you wish to transfer from another group scheme you just have to contact VHI on 1890 444 444 quoting the above scheme number and they will look after all the paper work.

Hospital Saturday Fund
Hospital Saturday Fund is a non-profit making organization, which provides a level of health insurance to subscribers. Facilities exist for deductions to be made directly
from salaries in respect of staff subscriptions to the Hospital Saturday Fund. Application forms can be obtained from Human Resources Service Centre ext. 3333.

**Staff ID Discounts**

You can avail of discounts by showing your Trinity Staff ID card in several shops/outlets in the vicinity of Trinity.

Our Staff Cards also have inbuilt a T-Card - [https://tcard.tcd.ie/](https://tcard.tcd.ie/). Which gives you discounts in our catering outlets, and library shop.
Overview of Some Key Trinity Policies/Initiatives

Annual Leave Holidays
Please refer to the Annual Leave procedure on the HR website - www.tcd.ie/hr under the A-Z. Trinity is closed over the Christmas period.

Accidents in Trinity
If you have an accident in Trinity, however minor, you should report the incident to your Head of Department and ensure that an accident report form is completed. For emergencies (e.g. fire, Gardaí (police), ambulance, gas leak, chemical spill, or personal safety) contact extension 1999 (Front Gate)

Dignity and Respect
All members of the University community share the responsibility for ensuring an environment that protects the dignity and respect of its members. The University strives to create an environment that is supportive and conducive to work and study. The University promotes, and is committed to supporting, a collegiate environment for its staff, students and other community members, which is free from discrimination, bullying and sexual harassment. Please visit https://www.tcd.ie/hr/staff-wellbeing/ for further details on Dignity and Respect matters.

Diversity and Inclusion
Diversity and Inclusion are core values of Trinity, and in this regard the University has specific commitments to Diversity in the Trinity’s Strategic Plan 2014 –19. Trinity’s vision for Diversity and Inclusion is set out in detail in our Diversity Statement: https://www.tcd.ie/diversityinclusion/diversity-statement (See pg.26 for more information on Trinity’s Strategic Plan 2014 –19) Responsibility for promoting and advancing the role of diversity in the University in support of the University’s mission and strategic goals is led by the Director of Diversity and Inclusion, and information, resources and news in relation to all aspects of Diversity and Inclusion can be found at https://www.tcd.ie/diversity-inclusion/
Any incidents of harassment involving staff or students of Trinity are taken seriously and can be grounds for disciplinary action, up to and including dismissal or expulsion from Trinity. Sexual harassment, harassment and bullying are covered in the Trinity policy on Dignity and Respect. A copy of the Dignity and Respect policy can be found at: https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf

Sports Facilities

For membership enquiries, please contact the Sports Centre Office at extension 1803 or at the following link: http://www.tcd.ie/Sport/

Membership gives you access to the Fitness Theatre, which has a full range of cardiovascular and weights stations. The 25m Swimming Pool has an adjustable floor and disabled hoist. Also available are the 11m-high Climbing Wall, Aerobics Fitness and Cycling Studios, Mind and Body Studio, changing rooms, Ancillary Hall for Martial Arts and Main Hall for a variety of indoor sports. There is a nominal fee for some services such as fitness classes. Off campus there are extensive playing fields at Santry and the Trinity Boat Club has its boathouse on the River Liffey at Islandbridge.

Day Nursery

The Day Nursery is located in House 49/50 and is open on weekdays from 8am to 6pm during term time and from 8am to 5.15pm during summertime. For more details, please see https://www.tcd.ie/about/services/daynursery/ or contact the Nursery Supervisor at extension 1938.
Induction Day

Staff Induction days are run during the year to provide staff new to Trinity with an introduction to Trinity’s many services and supports. Induction days are a valuable opportunity to meet other staff new to Trinity as well as University personnel. Our website: https://www.tcd.ie/hr/learning-and-development/staff-induction/. A three day induction for new academic staff is held annually in September. Those appointed at a later time in the term, should attend the general induction programmes. The Induction day includes lunch, and a tour of Trinity campus by one of our expert guides. New staff receive an invitation to attend by email after they take up appointment.

Learning & Development

We have a comprehensive learning and development programme: https://www.tcd.ie/hr/learning-and-development/. We have a series of development programmes, each programme has a series of events and/or courses. In addition, we support online learning (through lil.tcd.ie), blended learning programmes, and we have online resources for staff. Trinity also support learning through fee supports, please see https://www.tcd.ie/hr/az/ for our accredited courses policy, and our fee remission policy.
Other Training and Development Opportunities:

- Training on all health and safety matters are managed by our Estates and Facilities: [https://www.tcd.ie/estatesandfacilities/health-and-safety/](https://www.tcd.ie/estatesandfacilities/health-and-safety/)
- Academic Practice & eLearning: [https://www.tcd.ie/CAPSL/](https://www.tcd.ie/CAPSL/)
General Information for New Staff

Your Health

Trinity Health Service

www.tcd.ie/College_Health/

+353 (0) 1 896 1591/1556

Open 9.00am-4.40pm - House 47

The Trinity Health Service offers on-campus primary health and psychiatric care. To arrange an appointment, either drop into reception or ring the office. As well as general practice (including sports medicine) and nurse-run clinics, there are specialised clinics in physiotherapy, psychiatry, travel health, sexual health, eating disorders and minor surgery.

For emergency visits, the Trinity Health Service sees patients on a first-come, first-served basis in the mornings from 9.00am to 10am. There are often queues for these emergency clinics, so staff hoping to speak to a physician are advised to arrive early (at least 40 minutes).

Other Health Service Options

Staff can also attend DUBDOC, an out-of-hours emergency general practitioner service in St. James’s Hospital, James's Street, Dublin 8 between 6.00pm and 10.00pm weekdays and 10.00am to 6.00pm weekends and bank holidays. There is an attendance fee of €60.00. Consultations are strictly by appointment; however telephone advice from the triage nurse is free of charge. DUBDOC can be reached on +353 (0)1 4545607 / 4538006 https://www.dubdoc.ie/. There is a further service operating out of St Michael’s Hospital in Dun Laoghaire, https://www.hse.ie/eng/services/list/2/primarycare/gp-out-of-hours/dldoc/.

Outside these hours, please contact your local GP and information will be available on the message service regarding emergency appointments.
Medication

If you need to import prescribed medication until you can find an alternative source in Ireland, please note that the maximum amount of imported medication permitted is a 3 months’ supply, which must be cleared through Customs by the Irish Medicines Board. Customs will only clear medication that is licensed for use in Ireland.

We recommend you apply for a drugs payment card if you are eligible: [https://www2.hse.ie/services/drugs-payment-scheme/apply-for-a-drugs-payment-scheme-card.html](https://www2.hse.ie/services/drugs-payment-scheme/apply-for-a-drugs-payment-scheme-card.html). This limits the amount of money you will pay on prescriptions monthly.

Irish Language

Further details can be found at the following link: [www.tcd.ie/gaeoifig](http://www.tcd.ie/gaeoifig)

- An Chéadaoin @ an Bhutrach is an Irish conversation circle held in the Buttery Restaurant every Wednesday during term from 10.30am to 11.30am. It is open to staff, students and the general public. An Lón Gaeilge is an informal Irish lunch for Trinity staff, hosted by the School of Education in room 3104, Arts Block, every Wednesday during term from 1-2pm

- An Cumann Gaelach hold a conversation circle in Seomra na Gaeilge every Tuesday during term from 7.30pm to 9pm (things usually continue afterwards in Club Chonradh na Gaeilge, the Irish speaking pub on Harcourt Street)
Chaplaincy

Chaplains offer pastoral and spiritual guidance. Further information can be found at the following link:  [www.tcd.ie/Chaplaincy/](http://www.tcd.ie/Chaplaincy/)

Disability Services

Further information on Disability Services can be found at the following link: [www.tcd.ie/disability/](http://www.tcd.ie/disability/)

Trinity Security

Trinity’s campus is very safe and the Security Officers provide a 24-hour service. However, when you leave the campus it is important to appreciate that Dublin is an international city with a population of over 1.8 million people and as such, you should remain vigilant about your personal belongings at all times.

The contact number for 24-hour Security Centre is 01 896 1317. The emergency number is 01 896 1999.
Useful Noticeboards / newsletters to sign up to:

Daily Media News alerts: mediarelations@tcd.ie

Get Involved in Sustainability Newsletter -
https://lists.tcd.ie/mailman/listinfo/Staffsustainabilitynetwork-mlist

Long room Hub Events sign up: https://www.tcd.ie/trinitylongroomhub/whats-on/

Research Focus Subscribers: https://www.tcd.ie/innovation/research/local/support-services/research-focus.php

Science Gallery Subscribe: https://dublin.sciencegallery.com/#

Communications events calendar: https://www.tcd.ie/Communications/events/

Useful Links

http://www.tcd.ie/hr/new/ (Useful information for new staff on the HR website)

www.facebook.com/trinitycolledublin

www.youtube.com/trinitycolledublin

http://itunes.tcd.ie

https://twitter.com/tcddublin

www.anpost.ie: Postal Service. The nearest An Post office to Trinity is on Suffolk Street, a 5 minute walk from campus.

www.garda.ie Ireland Police Service
Travelling from Dublin Airport to Trinity College Dublin and the City Centre

Dublin Airport is approximately 10 km (7 miles) from the city centre and Trinity’s campus. Transportation options include:

The Aircoach bus service runs 24 hours a day and stops near Trinity. Buses depart from Dublin Airport regularly. Further details can be found at the following link: www.aircoach.ie

The AirLink is an express bus service operated by Dublin Bus. Airlink Bus 747 stops on Dame Street, opposite the Trinity entrance (www.dublinbus.ie).

Taxis are metered and if you want to estimate a cost https://www.transportforireland.ie/taxi/taxi-fare-estimator/ have a calculator. There are extra charges for each additional passenger and for carrying luggage.

Public Transport in Dublin

**Leap Card**
A Leap Card is a reusable plastic smartcard that can be used instead of paper tickets to pay for transport in Dublin. A Leap Card offers the flexibility to jump on Dublin Bus, Luas, DART and commuter rail services around Dublin when it suits you without having to buy a specific ticket in advance. The fare for using your Leap Card is also cheaper than paying the fare by cash. For further information on the Leap Card and where to get one please see: www.leapcard.ie

**Dublin Bus/Go-Ahead Ireland**
Dublin has an extensive bus route network. Please note that you must have exact change, as the bus driver will not give change back. For further information on routes and timetables please see https://www.transportforireland.ie/
Nitelink
Dublin Bus operates a night service called Nitelink which runs from the city centre to
the suburbs. The Nitelink buses are a cheap and safe alternative to taxis. For further
information on routes and timetables please see:

www.dublinbus.ie/en/Your-Journey1/Timetables/Nitelink-Services/

DART
The DART train runs along the coast from Howth and Malahide in the north to
Greystones in the south. The main DART stations close to Trinity College are Tara
Street Station and Pearse Station. For timetables please see www.irishrail.ie

Luas
The Luas service has two tramlines between the city centre and the suburbs. The
Green Line connects Brides Glen to Broombridge in Cabra, passing through
Sandyford, Stillorgan, Dundrum, Milltown, Ranelagh, St. Stephen’s Green, the front
gate of Trinity College, through the city centre on to Grangegorman, Phibsborough
to Cabra. The Red Line connects Saggart and Tallaght to Connolly Station passing
through Rialto, Smithfield and Abbey Street. For details, see: www.luas.ie

Biking in Dublin

DublinBikes
Dublin has a growing bike-sharing scheme, allowing you to collect a bike from any
DublinBikes stand and return it to any other stand. They offer annual memberships
at very low cost. More information is available here: www.dublinbikes.ie

Bleeper Bikes: https://bleeperbike.com/ are now on campus. Similar to
dublinbikes, you can pay per use.
Nationwide Public Transport

Iarnrod Éireann (Irish Rail)
Irish Rail operates train services to Irish cities from two train stations in Dublin: Heuston Station and Connolly Station, both of which are located in the city centre. For timetables please see www.irishrail.ie

Bus Éireann (Irish Bus)
Bus Eireann has a nationwide network connecting all major Irish cities and also provides linking services from major cities to smaller towns or villages. Buses leave and arrive in Dublin at Busaras (Central Bus Station), which is close to Connolly Station. For further information please see: www.buseireann.ie

There are also many private bus operators around Ireland, so use your search engine to find one for your particular route.

Bus Tours
The main tourist office in Dublin can provide information about coach tour providers in Ireland. The tourist office is located on Suffolk Street. Or visit: www.visitdublin.com

Mobile Phones

Most staff coming from abroad buy a mobile phone for use in Ireland, with the most popular option being the “pre-pay” phone, also known as “top up” or “pay as you go”. Instead of getting a monthly bill, you top up your credit as needed. With the pre-pay option, you purchase the phone and get a certain amount of free credit with it. Once your credit has run out, you can top up your credit a number of ways, including through an ATM, buying it in a newsagent or supermarket, or online.

There are three four major mobile phone service providers:

- Vodafone www.vodafone.ie
- Meteor www.meteor.ie
- 3 www.3ireland.ie
- https://www.eir.ie/
It may be helpful to look for mobile phones with Skype capability and other features to allow for inexpensive international calls and texts. It is also possible to obtain an Irish SIM card for use in your existing mobile phone, but you should check with your current provider for details.

If you are phoning a landline in Dublin from your mobile, you should put 01 (Dublin’s area code) before the telephone number.

**Shopping**

**Bookstores:** Hodges Figgis, 56-58 Dawson Street, textbooks available on top floor; Chapters, Ivy Exchange, Parnell Street, large selection of used and discounted books; Easons, 40 Lower O’Connell Street, large chain bookstore.

**Stationery:** Easons, Nassau Street, large paper goods selection on lower level.

**Pharmacies:** Lombard Pharmacy, 32 Lombard Street East; Boots, Grafton Street and St. Stephen’s Green Shopping Centre; Prices Medical Hall, 26 Clare Street; Hickey’s Pharmacies, 21 Grafton Street; Trinity Pharmacy, Nassau Street.

**Groceries/Household items:** There are grocery shops & household shops located on Grafton Street, the St. Stephen’s Green Shopping Centre, Baggot Street, Fleet Street and Henry Street. These are all within 5 to 15 minutes walking distance from the main Trinity campus.

**Electricity Voltage**

Staff who wish to bring electrical appliances with them should note that the voltage in Ireland is 220v. You will also need an adaptor, as the sockets in Ireland have three rectangular holes.
Smoking in Ireland

Smoking is banned in all workplaces throughout Ireland, including offices, pubs, bars, restaurants and public transport. Trinity is a tobacco free campus. There is a limited number of designated smoking spaces.
Ireland’s National Police Service

Outside of Trinity you should call 999 or 112 in the case of an emergency which requires an immediate Garda response. Inside Trinity dial 1999, Emergencies include:

- A danger to life or risk of serious injury.
- Crime in progress or about to happen or Offender still at scene / just left.

In a non-emergency situation, you should ring your nearest Garda station if you need assistance. The nearest Garda station to Trinity College is on Pearse Street. Their phone number is +353 (0)1 666 9000.

Finding Accommodation – some sample venues

- www.daft.ie;
- www.myhome.ie;
- Check the Evening newspapers.
- Trinity Intranet: www.tcd.ie/secretary/communications/noticeboard

Trinity Green Campus / Sustainability Initiative

- Trinity has been awarded Green Flag status for its campus since 2013 and has had a sustainable development policy in place since 2008. All staff, students and visitors are encouraged to respect the campus environment, report issues and to participate in creating a smart sustainable campus. Staff are also welcome to join the voluntary green campus committee. The University has 9 key areas of focus for improving sustainability. These are:
  - Energy/Greenhouse Gas Emissions,
  - Waste/Recycling/Litter,
  - Water/Wastewater,
• Sustainable Transport,
• Sustainable Food/Resources,
• Biodiversity & Trees,
• Green Procurement,
• Sustainability Education/Research,
• Communications/Student Involvement.

• Further details on how staff can help improve the campus environment can be found here: http://www.tcd.ie/GreenPages
Trinity College Dublin, the University of Dublin Strategic Plan
2014-2019

The Strategic Plan 2014 – 2019 outlines the vision, mission and goals within the term of the strategic plan.

Vision
As a university of global consequence, we will be known for realising student potential and for research and scholarship that benefits Ireland and the world.

Mission
We provide a liberal environment where independence of thought is highly valued where all are encouraged to achieve their full potential. We will:

A. Encompass an ever more diverse student community, providing a distinctive education based on academic excellence and a transformative student experience.

B. Undertake research at the frontiers of disciplines, spurring on the development of new interdisciplinary fields and making a catalysing impact on local innovation and on addressing global challenges.

C. Fearlessly engage in actions that advance the cause of a pluralistic, just, and sustainable society.

Goals
For all nine components of the mission, nine goals are identified, each to be achieved within five years. Our nine goals are to:

A1: Strengthen Community.
A2: Promote Student Life.
A3: Renew the Trinity Education.
B4: Activate Talents.
B5: Build Valuable Partnerships.
B6: Research for Impact.
C7: Engage Wider Society.
C8: Demonstrate Institutional Leadership.

C9: Secure Trinity’s Future.

The full version of the Strategic Plan 2014 – 2019 can be viewed at the following link:

www.tcd.ie/strategy

Overall University Structure

The full organisational structure of Trinity College Dublin, the University of Dublin can be viewed at the following link: www.tcd.ie/provost/trinity-structure
Staff Involved in Research:

How to subscribe to Trinity’s research focus circulation list (funding opportunities are circulated) – details are given at:

https://www.tcd.ie/research_innovation/research/support-services/research-focus.php

1. All research applications sent to external funding agencies have to be endorsed via the Head of School and Research Development Office.

2. All open calls are advertised via Trinity’s RPAMS system:
   https://rpams.tcd.ie/sites/rpams/Lists/FundingCall/opencalls.aspx

3. Anyone involved in research should be aware of and adhere to Trinity’s Policy on Good Research Practice and the Intellectual Practice Policy. They can be accessed on the Research Policies website:
   https://www.tcd.ie/research/dean/policies/

4. Trinity has purchased vitae.co.uk for all research staff to use.

5. Trinity Research & Innovation reviews, negotiates and administers all research, service and consultancy agreements issued to and by Trinity. The Contracts Office administers all research contracts, while the Office of Corporate Partnership and Knowledge Exchange administers research services and consultancy agreements, liaising with each other as required.
Trinity Access Programme

Since 1993, the Trinity Access Programmes (TAP) have formed a central part of Trinity's plan to encourage young adults, adults and ethnic minority students who come from socio-economic groups under-represented in higher education, to go to University. TAP provides a range of supports to students, families and communities enabling them to identify and fulfil their educational goals. The TAP Programmes are:

1. School and Community Outreach Links (SCOL)
2. The Higher Education Access Route (HEAR)
3. University Access Courses: — The TAP Foundation Course for Higher Education – Young Adults — The TAP Foundation Course for Higher Education – Mature Students — The University Access Partnership Courses: TCD and the City of Dublin Education and Training Board (CDETB)
4. The Post-Entry Progression ProgrammeLearning What Works: TAP Evaluation and Research

Further details can be found at: www.tcd.ie/trinity_access.
Academic Services

Further information can be found at the following links for a range of Academic Services areas within Trinity:

Library

Academic staff in particular will have a high level of interaction with the Library to support course modules. There are a range of supports that the Library offers to staff. Details can be found at the following links: www.tcd.ie/library and www.tcd.ie/library/support

Academic Practice & e-Learning (CAPSL)

CAPSL offers a number of services and resources designed to enhance and support best academic practice and eLearning. Further information can be found at: www.tcd.ie/CAPSL

Trinity Teaching & Learning

Trinity Teaching and Learning, led by the Academic Secretary, is responsible for the conduct of activities in support of undergraduate and postgraduate education, and includes: the development and implementation of academic policy; development and coordination of Trinity’s quality assurance and improvement processes; support for the University Council and its academic committees; the academic administrative services that span the student life cycle. Further information can be found at: www.tcd.ie/teaching-learning

Academic Registry

The Academic Registry is responsible for the conduct of activities in support of undergraduate and postgraduate education. Further information can be found at: www.tcd.ie/academicregistry
**Careers Advisory Service**

Some of the activities which the Careers Advisory Service help with include:

- Working with students referred to the Service.
- Providing information of the Graduate Labour Market.
- Tips on writing a student reference.
- Marketing Trinity.

Further information can be found at the following link: [www.tcd.ie/careers](http://www.tcd.ie/careers)

**Financial Services Division**

Should you require access to Trinity’s financial information system (FIS), the following links will help:

**Financial Services Division (FSD) General Information:**

FSD Contact Details: [https://www.tcd.ie/financial-services/contact/](https://www.tcd.ie/financial-services/contact/)

FIS Support Team Contact Details:

Email: fis-support@tcd.ie ; Tel: +353 (0)1 8962700

Oracle User Access Forms: [https://www.tcd.ie/financial-services/forms/](https://www.tcd.ie/financial-services/forms/)

Direct Access to the Oracle system: [https://fis.tcd.ie](https://fis.tcd.ie)

FIS Training Booking Form: [https://www.tcd.ie/financial-services/fis/training/index.php](https://www.tcd.ie/financial-services/fis/training/index.php)

Relevant Financial Policies:


[https://www.tcd.ie/financial-services/assets/pdfs/Travel_Subsistence_Rates_Apr_2018.pdf](https://www.tcd.ie/financial-services/assets/pdfs/Travel_Subsistence_Rates_Apr_2018.pdf)


Shops on Campus

Old Library Gift Shop
The Old Library Gift Shop stocks a wide range of books, postcards and other items. During the summer the stock is geared mainly to the interests of visitors, but it is changed seasonally and has a particularly attractive Christmas selection. The surplus from the shop is used directly to support Library services. Items can also be purchased online at [www.tcd.ie/library/shop](http://www.tcd.ie/library/shop)

The Students’ Union Shops
The Students’ Union Shops are located at House No. 6, Trinity and in the Hamilton Building. They stock a wide range of goods including stationery, confectionery, food, beverages, cards, etc. Newspapers are also available at discounted prices.

Science Gallery Shop
The Science Gallery is located on the main Trinity campus at the corner of Pearse Street and Westland Row. There is a cafe and shop located on the ground floor. There are also regular exhibitions which are free of charge. Further details can be found at the following link:

[https://dublin.sciencegallery.com](https://dublin.sciencegallery.com)
Catering Facilities

Common Room
Academic, Administrative and Library staff at or above the rank of Assistant Librarian are eligible for membership of the Senior Common Room. Application card is available from the Human Resources Department. Members of staff not otherwise eligible to join the Senior Common Room may join the General Common Room. Application for membership and enquiries should be made to extension 1865.

The Buttery Food Court
Located just off the main square, the Buttery offers a wide range of food choices, this is a great place to meet and catch up with friends between lectures. They offer a full breakfast range, made-to-order deli bar featuring a wide range of breads and fillings, a hot food offer and salad bar and a Lavazza speciality premium coffee bar located in the Vaults. The Food Court regularly features 'meal deal' promotions or themed food events.

Opening Hours: 7.30am to 4pm Monday to Thursday, 7.30am to 3pm on Fridays.

The Perch Café
This cafe offers a range of quality coffees, teas and hot chocolate. They also offer a range of hot and cold beverages, mouth-watering pastries, sandwiches and grab-and-go food offers. There is also additional outdoor seating provided in Library Square.

Opening Hours: 8.00am to 7pm Monday to Thursday, 8.00am to 6pm on Fridays.

Dining Hall Student Buffet
Located in historic surroundings off Main Square, this restaurant serves a selection of hot dishes, salads, soups and desserts.

Opening Hours: 12 noon to 3pm Monday to Friday

Aras an Phiarsaigh Coffee Area
Serves tea and coffee. Located near to the Day Nursery, the Theatre and IS Services.
**Opening Hours:** 8.00am to 4.00pm Monday to Thursday, 8.00am to 3.00pm on Fridays.

**Staff Restaurants**
In addition to our staff being welcome at any of the restaurants listed above on campus, we would like to let you know about the following areas which are exclusively for staff of Trinity.

**The East Dining Hall**
Accessed through the Common Room, the Dining hall or via the stairs at the rear of the Catering Building, this private dining room serves lunch, which includes a full range of hot meals, desserts and a salad bar. They also serve a choice of soups and daily specials and a made to order sandwich bar.

**Opening Hours:** 12 noon to 3pm Monday to Friday

**The 1592 Restaurant:**
This exclusive fine dining restaurant is ideal for staff who wish to entertain guests at lunchtime. Please see our 1592 website for further details. Contact ext 1592, email: The1592@tcd.ie

**Opening Hours:** 12.30pm to 2.30pm Monday to Friday.

**The Hamilton Building**
There are a series of small restaurants/cafés in the Hamilton Building.

**Pavilion Bar**
The Pavilion serves food including breakfast.

**Delivered Catering**
For further information, please contact ext. 1779 or email catering@tcd.ie

**Off Campus Catering Outlets**

**St James’s or Tallaght Trinity Health Sciences**
For staff and students located in either St James’s or Tallaght Trinity Health Sciences centres, there is cafes in both sites

**Opening Hours in the Old Stone Building, St James’s Hospital**
8am to 4pm Monday to Thursday
8am to 3.30pm on Fridays

Opening Hours in Tallaght Hospital

8 am to 3.30pm Monday to Thursday
8 am to 3pm on Friday

For more information please see the following links:
http://www.tcd.ie/accommodation/college-catering/ and www.tcd.ie/visitors
Appendix 1: University Policies

Trinity policies may be updated from time to time. All employees must agree to be bound by them and must undertake to check for new and updated policies during their employment. Each new employee will be required to sign a document confirming this with their contract of employment. The most recent version of Trinity’s HR policies will be available at www.tcd.ie/hr

Full transcripts of Trinity Policies are available at https://www.tcd.ie/about/policies/ and include the following:

- Access and Equality Policy.
- Alcohol Policy.
- Dignity and Respect.
- College IT & Network Code of Conduct.
- College IT Security Policy.
- Emergency Procedures.
- Fraud Policy.
- Intellectual Property Policy.
- Records Management Policy.
- Safety Statement.
- Smoking in College.
- Trademarks.
- Use of College Resources to use and access the Web.
- Waste Management and Recycling on Campus.
- Web Facilities for Campus Companies.
We looking forward to welcoming you to Trinity.

Human Resources

www.tcd.ie/hr

Phone 00 353 1 896 3333

hr@tcd.ie