



**WEEKLY TO FORTNIGHTLY PAYROLL CHANGE**  
**Frequently Asked Questions (FAQs) raised by staff and staff representatives**

1.	<p><b>With the change to two-week payroll, are we losing a week's pay?</b></p>	<p>Staff are not losing a week's pay. Instead of getting paid weekly, the pay will be received fortnightly; which will cover that week and the previous week's pay. Please see sample below (<b>dates just used for demonstration purposes</b>) (table i)</p> <table border="1" data-bbox="549 734 1500 1339"> <tr> <td><b>Thurs 4<sup>th</sup> Feb '21</b></td> <td><b>Last single weekly payrun</b></td> <td><b>Paid for Mon 1st to Fri 5<sup>th</sup> Feb '21</b></td> </tr> <tr> <td><b>Thurs 11<sup>th</sup> Feb '21</b></td> <td>No pay run</td> <td>To be paid the following week</td> </tr> <tr> <td><b>Thurs 18<sup>th</sup> Feb '21</b></td> <td>1<sup>st</sup> fortnightly pay run</td> <td><b>Paid for Mon 8<sup>th</sup> Feb to Fri 19<sup>th</sup> Feb '21</b></td> </tr> <tr> <td><b>Thurs 25<sup>th</sup> Feb '21</b></td> <td>No pay run</td> <td>To be paid the following week</td> </tr> <tr> <td><b>Thurs 4<sup>th</sup> Mar '21</b></td> <td>2<sup>nd</sup> fortnightly pay run</td> <td><b>Paid for Mon 22<sup>nd</sup> Feb to Fri 5<sup>th</sup> Mar '21</b></td> </tr> <tr> <td><b>Thurs 11<sup>th</sup> Mar '21</b></td> <td>No pay run</td> <td>To be paid the following week</td> </tr> <tr> <td><b>Thurs 18<sup>th</sup> Mar '21</b></td> <td>3<sup>rd</sup> fortnightly pay run</td> <td><b>Paid for Mon 8<sup>th</sup> Mar to Fri 19<sup>th</sup> Mar '21</b></td> </tr> <tr> <td><b>Thurs 25<sup>th</sup> Mar '21</b></td> <td>No pay run</td> <td>To be paid the following week</td> </tr> </table>	<b>Thurs 4<sup>th</sup> Feb '21</b>	<b>Last single weekly payrun</b>	<b>Paid for Mon 1st to Fri 5<sup>th</sup> Feb '21</b>	<b>Thurs 11<sup>th</sup> Feb '21</b>	No pay run	To be paid the following week	<b>Thurs 18<sup>th</sup> Feb '21</b>	1 <sup>st</sup> fortnightly pay run	<b>Paid for Mon 8<sup>th</sup> Feb to Fri 19<sup>th</sup> Feb '21</b>	<b>Thurs 25<sup>th</sup> Feb '21</b>	No pay run	To be paid the following week	<b>Thurs 4<sup>th</sup> Mar '21</b>	2 <sup>nd</sup> fortnightly pay run	<b>Paid for Mon 22<sup>nd</sup> Feb to Fri 5<sup>th</sup> Mar '21</b>	<b>Thurs 11<sup>th</sup> Mar '21</b>	No pay run	To be paid the following week	<b>Thurs 18<sup>th</sup> Mar '21</b>	3 <sup>rd</sup> fortnightly pay run	<b>Paid for Mon 8<sup>th</sup> Mar to Fri 19<sup>th</sup> Mar '21</b>	<b>Thurs 25<sup>th</sup> Mar '21</b>	No pay run	To be paid the following week
<b>Thurs 4<sup>th</sup> Feb '21</b>	<b>Last single weekly payrun</b>	<b>Paid for Mon 1st to Fri 5<sup>th</sup> Feb '21</b>																								
<b>Thurs 11<sup>th</sup> Feb '21</b>	No pay run	To be paid the following week																								
<b>Thurs 18<sup>th</sup> Feb '21</b>	1 <sup>st</sup> fortnightly pay run	<b>Paid for Mon 8<sup>th</sup> Feb to Fri 19<sup>th</sup> Feb '21</b>																								
<b>Thurs 25<sup>th</sup> Feb '21</b>	No pay run	To be paid the following week																								
<b>Thurs 4<sup>th</sup> Mar '21</b>	2 <sup>nd</sup> fortnightly pay run	<b>Paid for Mon 22<sup>nd</sup> Feb to Fri 5<sup>th</sup> Mar '21</b>																								
<b>Thurs 11<sup>th</sup> Mar '21</b>	No pay run	To be paid the following week																								
<b>Thurs 18<sup>th</sup> Mar '21</b>	3 <sup>rd</sup> fortnightly pay run	<b>Paid for Mon 8<sup>th</sup> Mar to Fri 19<sup>th</sup> Mar '21</b>																								
<b>Thurs 25<sup>th</sup> Mar '21</b>	No pay run	To be paid the following week																								
2.	<p><b>Will overtime and On-Call payments be affected?</b></p>	<p>Payment for overtime and On-call is normally paid two, sometime three weeks after being worked as these payments are processed differently across the College. We are working through the nuances of this process to endeavour to keep it as close as possible to the current timeline. We will issue a graph similar to above showing this once we have fully reviewed.</p>																								
3.	<p><b>Why can't you pay a double week initially?</b></p>	<p>Paying a double week initially will result in staff being paid approximately 70% of their two weeks salary in advance, which is not practical as it has a high risk of potential overpayment and deemed high-risk from an audit-compliant perspective.</p>																								
4.	<p><b>What compensation is being offered for this inconvenience?</b></p>	<p>No compensation is being offered; this efficiency is part of the national public service agreements</p>																								
5.	<p><b>I don't have access to internet nor have a phone. So how do I access my payslip?</b></p>	<p>Payslips will be accessed via a mobile app on your phone / tablet. Further details will be communicated when we have finalised testing. We are exploring the possibility of PCs around College for you to also access your payslips</p>																								

6.	<b>Staff are concerned as some may not be familiar or comfortable with technology on computer or phone</b>	Support and instructions will be provided with user guides to help Staff transition to using Computer / Mobile phone for payslip access.
7.	<b>I don't want any of my data on the internet</b>	There is nothing different in how we are processing your data now or going forward. The portal on which your data is stored, is our HR system. Many staff already access this portal remotely. Use of technology has been a long standing element of national public sector agreements over the years. Please be assured your data is protected as outlined in accordance with the General Data Protection Regulations (GDPR) legislation.
8.	<b>What about those who have VHI, Tax saver, LPT deducted at source, do staff have to do anything about these?</b>	All such deductions will be automatically doubled in the system. LPT is a Revenue adjustment and so this will automatically change as well. Staff do not need to contact VHI, travel hub or Revenue.
9.	<b>Are Trinity breaking a contract?</b>	No, your contract of employment remains intact. This is a payroll process improvement initiative aligned with the national strategy for Higher Education and the Shared Services commitments set out in the Government's Public Service Reform Plan. The implementation of this initiative is covered by many Public Service Agreements.
11.	<b>Is there a confirmed date for the move from weekly payruns?</b>	The transition date is still to be finalised. It's likely to be Jan/Feb 2021. We will advise all affected staff once it has been confirmed with appropriate notice.
12.	<b>Can I get advance pay / loan for the week that I am missing out during the changeover?</b>	<p>There is no facility to loan money. Having explored all options, we were looking at proposing to pay an advancement of a number of days basic pay on the final weekly payroll to be recouped over a number of Fortnightly payruns. However, this will have Benefit-in-Kind tax implications for staff at the 20% rate.</p> <p>The alternative is for an advancement of a half weeks basic pay in the final weekly payrun and recoup it in full from the first fortnightly payrun; resulting in 1&amp;1/2 weeks' pay in the final weekly payrun and 1&amp;1/2 weeks' pay in the first fortnightly payrun. This will have no Benefit-in-Kind tax implications for staff.</p>

11<sup>th</sup> Dec 2020/V1

Please contact us at [hr@tcd.ie](mailto:hr@tcd.ie) or 01-8963333 if you have any queries that are not addressed above.

\*The advance payment of basic pay does not include additional payments such as allowances

P.T.O.