



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Working in Trinity

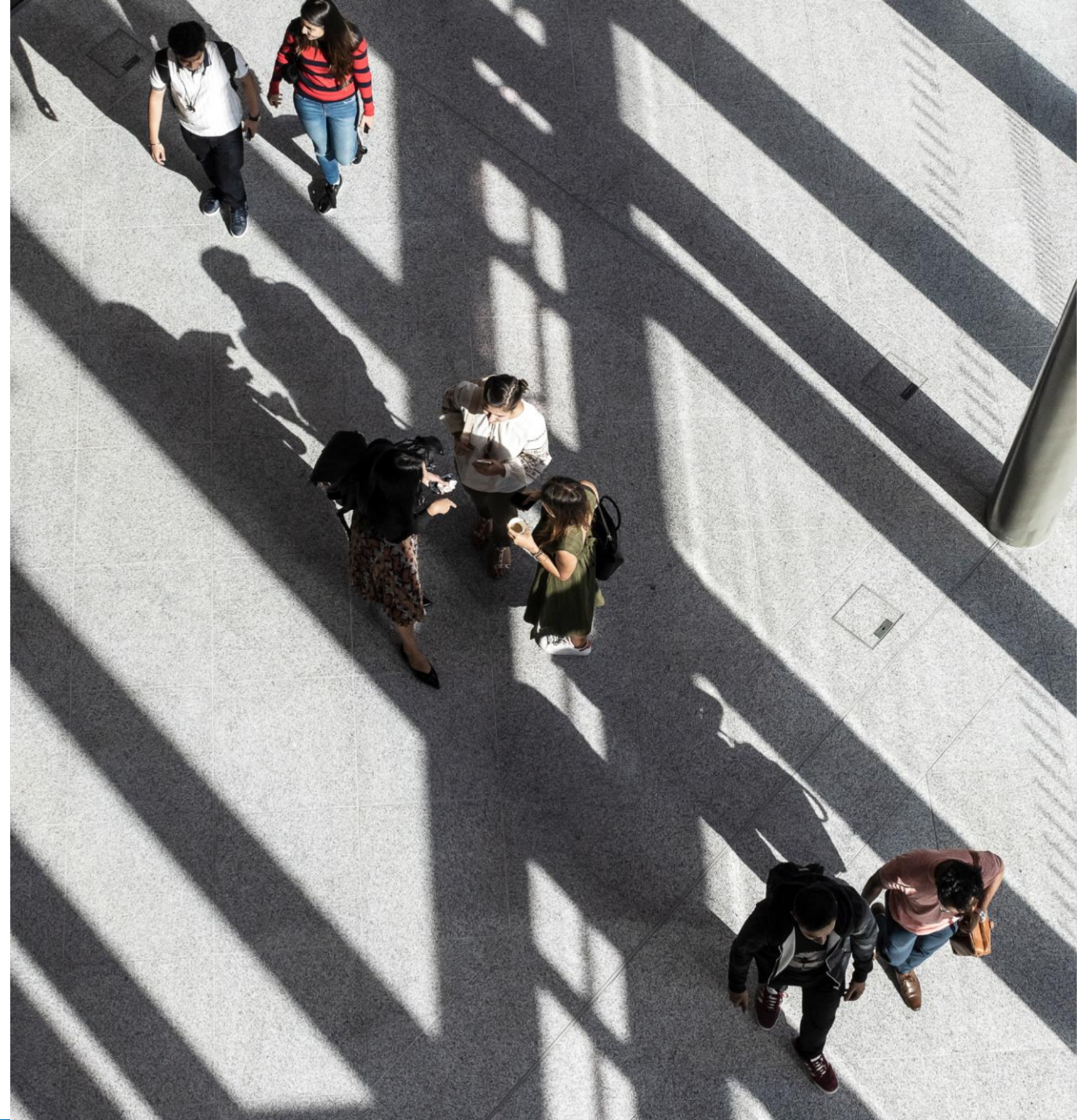
Eimear Rouine

Transition to Trinity Officer

Getting set up to work in Ireland. You will need:

An Irish Bank Account and A PPS Number

- A PPS Number is a Personal Public Service Number.
- All workers in Ireland must have a PPS Number
- If you receive an employment offer you will need to apply for a PPS Number in order for you to be set up with the Irish Revenue service. You will need to register your number on [revenue.ie](https://www.revenue.ie) to get your documents quickly
- You cannot apply for a PPS Number **until** you have received an employment offer
- If you do not have a PPS number you will be **emergency taxed**.
This is approx. 50% of your earnings



Entitlements to work

EU/EEA Students

- You are entitled to work in Ireland either full- or part-time

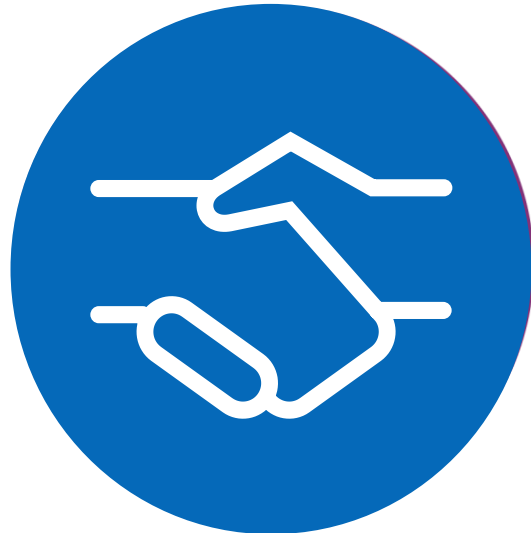
Non-EU/EEA Students

- If you have an IRP Stamp 2B you may work up to 20 hours/week (during term) and 40 hours/week (holidays)
- Holidays are from December 15 – January 15 and June 1 – September 30
- If you have an IRP Stamp 2A you **may not** work

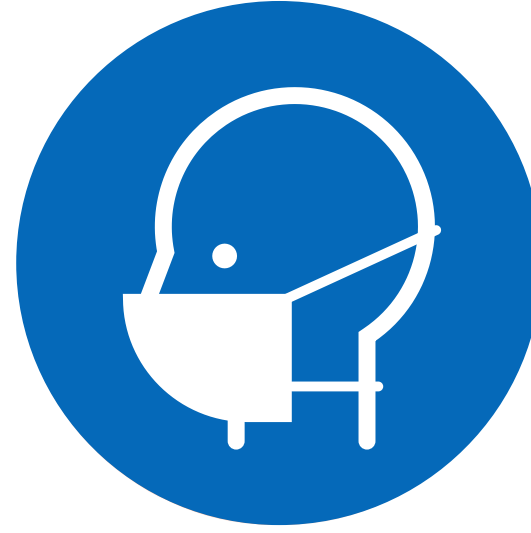




Minimum Wage



Workers' Protections



Sick Leave



Annual Leave

Employment Rights

<https://www.internationalstudents.ie/info-and-advice/know-your-rights/employment-rights>

Getting Set Up to Work in Trinity

If you are going to work in Trinity, you will need to be set up with HR

Your manager will send you the Occasional Staff Engagement Form for you to complete Part 2 (page 3)

— <https://www.tcd.ie/hr/assets/doc/occasional-staff-casual-engagement-setup-form.docx>

PART 2: To be completed by: the Occasional Employee

Personal Details			
PPS No		PRSI Class	Title (Mr, Mrs, Dr etc.)
First Name	Surname		
Date of Birth (dd/MM/yyyy)	Gender ¹		

Contact Details	
Home Address	
Contact Number	Email Address

Bank Details	
Bank Name & Address	
Bank A/c Holder Name	
BIC No.	
IBAN	

Previous Employment with Trinity College	
Are you now or were you previously employed by Trinity College	Yes / No
If Yes, please provide your previous staff number, if known	

Employee Nationality (please advise)	
On what basis are you eligible to work in Trinity College (tick appropriate box)	<input type="checkbox"/> Irish, UK or EU National <input type="checkbox"/> Student in Trinity College Dublin <input type="checkbox"/> Other (provide details below)
NB : If you are a non-EU/EEA citizen, please include a copy of your GNB card showing the current stamp you hold.	

Declaration: I confirm that the above information is accurate and correct on the date indicated below. I undertake to notify HR of any changes to this information by completing the relevant form. I undertake to comply with all the University's published Policies and Procedures.

Signature of Employee: _____ Date: _____
(Digital Signature not typed)
Send completed forms (Parts 1 and 2) to: hroccasionalstaff@tcd.ie and the Local Administrator / Line Manager.

¹ Required for the University's gender equality report

Getting Paid in Trinity

- You will have to fill out a claim form for the hours you worked in order to get paid
<https://www.tcd.ie/hr/assets/excel/occasional-staff-casual-claim-form.xlsx>
- If you don't sign it, put in your Staff ID or PPS Number you will not be paid!
- Payday is last day of the month
- Your manager must submit your claim form by the 6th of the month so make sure to send it through by the 1st of the month

Occasional Staff Pay Claim Form

to be Completed by: The Occasional employee	Employee Signature	<input type="text"/>	Date	<input type="text"/>
to be Authorised by: Line Manager or nominee	Manager Signature <i>(digital signature)</i>	<input type="text"/>	Date	<input type="text"/>

Send completed form to: HR Payroll Services - payrollservice@tcd.ie

It is important to complete all sections of this form, otherwise no payment can be processed.

Staff ID	<input type="text"/>	PPS No.	<input type="text"/>	School / Dept	<input type="text"/>
Employee First Name	<input type="text"/>		Employee Surname	<input type="text"/>	

Select appropriate category of work

Lecture Fees	<input type="text"/>	Demonstration	<input type="text"/>	Invigilation	<input type="text"/>
Reports Centre	<input type="text"/>	Science Gallery	<input type="text"/>	Tutorials	<input type="text"/>
Technical	<input type="text"/>	Administration	<input type="text"/>	Buildings/services	<input type="text"/>

Periods for which work is being claimed. Please tick the days in which work was performed

Period Worked (week ending)	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total Hours	Rate per hour	Gross Pay Euro	Official Use Only	Comments
--1--1--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				PRSI Class	Comments / Calculations
--1--1--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
--1--1--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
--1--1--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
--1--1--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Total Payment												

(X) GENERAL LEDGER	GL Cost Cent	GL Activity	GL Source	Expense Code	Spare	Value
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pay rates

Pay rates are set centrally in Trinity

- <https://www.tcd.ie/hr/assets/pdf/occasional-lecturer-rates.pdf>

When your manager sets you up on the original form they will tick which category you are and that will be your pay rate



Where to look for jobs in Trinity

- Teaching/Demonstrating
- The Library
- Invigilation
- Global Ambassadors
- TAP
- Students' Union
- Ad hoc opportunities (focus groups, tour guides, survey promotion... See PAS newsletter for details)
- Check MyCareer for other opportunities

