Hourly Staff1 Set-Up Form

**Section 1 – To be completed by Employee:**

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| **1. Are you now or were you previously employed by the University of Limerick**  If yes, please provide current/previous Personnel Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you previously had an @ul.ie email address, would you like to reuse this account again in your new role.  If so, please provide previous @ul.ie email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2. Are you a registered student?**  If yes, please provide current/previous student number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you previously had an @ul.ie email address, would you like to reuse this account again in your new role.  If so, please provide previous @ul.ie email address.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***- If you have answered YES to Q 2, please complete the temporary Casual Student set up form & return to the Salaries office.***  ***- If NO please continue to complete this form & return to the Human Resources Division***  **3. Are you in receipt of a pension from another public sector organization?** | | | | | | Yes  Yes \*  Yes  Yes  Yes |  | No  No  No  No |  |
| If Yes (Q1) | From: |  | To: |  | Details: | | | | |
| Is Work Authorisation required? Applicable to non-EU/EEA citizens.  **NB :** If you have answered no and are a non-EU/EEA citizen please include a copy of your GNIB card showing the current stamp you hold . | | | | | | Yes |  | No |  |

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| **PPS No** |  | **Title (Mr, Mrs, Dr etc.)** |  |
| **Forename** |  | **Middle Name** |  |
| **Surname** |  |  |  |
| **Date of Birth** |  | **Gender** |  |
| **Nationality** |  | **Known As** |  |
| **Address** |  | | |
| **Telephone No** |  | **Email Address** |  |
| **Bank Name & Address** |  | | |
| **Bank A/c Holder Name** |  | | |
| **BIC No.** |  | | |
| **IBAN** |  | | |

**Declaration –** I confirm that the above information is accurate and correct on the date indicated below. I undertake to notify the relevant Authority of any changes to this information by completing the appropriate form.

***Employee’s Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date:***

HEPSS (Higher Education Payroll Shared Services) HEPSS is an initiative of the Department of Education to consolidate the payroll function of HEI’s across multiple sites into a shared services environment. Since June 2023, HEPSS process the UL payroll. HEPSS staff are subject to strict confidentiality obligations in relation to UL staff data. The necessary contractual and data protection arrangements are in place.

**Section 2 – To be completed by Course Leader/Hiring Manager and HoD:**

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| **No. Hours Required** **(Max 7 hours per week)** | | | | | | | | |  | | | | | | | | |
| **Contract Start** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** | **Contract End** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
| ***\* The Core Portal account will be deactivated 1 month after the contract ends therefore ensure you have submitted all outstanding claims before this time*** | | | | | | | | | | | | | | | | | |

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| **Hourly Rate of Pay** |  | | | |
| **Source of Funding** |  | | | |
| **Cost Centre** |  | | | |
| **Within Budget** | ***Yes*** |  | ***No*** |  |

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| **University Microsoft 365 Account**  Some users may require access to University Systems as part of their role at the University of Limerick. This section relates to provision of a University Microsoft 365 Account. This includes a mailbox with @ul.ie email address, OneDrive, Teams etc.  **Does this employee require a University Microsoft 365 account?**  Note, an account should only be requested if the individual requires it to carry out the role in question. If you have requested access for this employee, please provide justification:   |  | | --- | | **Justification:** |   *Please note all requests for a new Microsoft 365 account must include personal* ***Email Address*** *and personal* ***Telephone No.*** *This is to facilitate MFA at account set up stage.* | Yes |  | No |  |

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| ***Recruiter Checklist: Please refer to the Procedures for the Recruitment and Employment of Hourly Staff*** | | | | | |
| **Please declare any potential conflict of interest** | |  | | | |
| **Reason for Hire** | |  | | | |
| **Recruitment Method**  **(eg.** **internal /external advertising, referral, interview)** | |  | | | |
| **Subject Area** |  | ***Department*** | |  | |
| **Required Qualifications** | | ***Yes*** |  | ***No\**** |  |
| **Hourly staff job description Attached** | | ***Yes*** |  | ***No\**** |  |
| **CV Attached** | | ***Yes*** |  | ***No\**** |  |
| **References Attached** | | ***Yes*** |  | ***No\**** |  |
| **Garda Vetting Required** | | ***Yes*** |  | ***No*** |  |

***Please note that incomplete forms will not be processed and will be returned to the Department***

***\*Denotes incomplete set up form***

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| ***Approver 1 (Course Leader/Hiring Manager)*** | |  | |
| **Print Name** |  | **Signature** |  |
| **Date** |  | | |

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| ***Approver 2 (Head of Department)*** | | | |
| **Print Name** |  | **Signature** |  |
| **Date** |  | | |

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| ***Approver 3 (Faculty Dean)*** | | | |
| **Print Name** |  | **Signature** |  |
| **Date** |  | | |

*1The following categories of staff are not covered by this policy: Post-graduate/Undergraduate Students, once-off lectures.*

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| ***Any additional Department employees to be notified of approval (i.e. administrative)*** | |  | |
| **Name** |  | **Position** |  |
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| ***Name of hourly*** | ***Planned utilisation of Hourly hire (Ad hoc,Weekly etc)*** | ***Duration of Hourly hire (in weeks)*** | ***Teaching on a core module (Y/N)?*** | ***Module size- Number of students expected*** | ***Funding type (Core/External?)*** | ***Total contract hours*** |
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