

Salaries Department - Pay Related Information for Doctors in Training

Location: The Salaries office is located in the Administration Building (same building as the ID Cards Office) – our entrance is the one nearer the Mental Health Hospital.

Counter opening and Phone contact times: 11.00am to 12.30pm & 14.00pm to 15.30pm

Contact Names:

Catriona Lawlor, ext. 22016 (021 4922016) E. Catriona.lawlor@hse.ie

Sean Delaney, ext. 22015 (021 4922015) E. Sean.delaney@hse.ie

Central Payroll, HSE South

Julie Carey – ext. 23583 (021 4923583) E. Julie.carey@hse.ie

Moya Kenny – ext. 23583 (021 4923583) E. Moya.kenny@hse.ie

Salary-pay frequency: Basic pay is paid fortnightly on Thursdays, 11 days in arrears, i.e. your first pay date will be Thursday 25th of January 2018, you will be paid for one week on that date and fortnightly thereafter.

Payslip: You will receive your Payslip online. Once you are set up for pay you will receive an e-mail with registration details.

Forgot password/queries with the online service

Contact Northgate (Service Provider) 01-2474202 or e-mail: HSEPay@ngahr.com

Rosters/Overtime Claims: Overtime is paid **monthly** and a date planner will follow. You will fall into one of two categories - "pay per roster" or you will complete an overtime claim form. Medical Manpower can advise what category you fall into.

Pay per Roster: Medical Manpower will return your rosters in a pay format to the Salaries Department for payment.

Not pay per roster – completing and submitting an overtime claim form

- Overtime claim forms are available in the Doctors Res. on the Main Concourse (blue forms for Main Hospital)
- There is a monthly pay schedule posted in the Res. with the current period dates, submission dates & pay dates.
- Use the 24 hour clock
- Indicate start and finish times
- For offsite claims; indicate your call in times and hours at home in the columns on the right side of the form
- Total the form, sign it and have your Consultant sign it
- Forms are left in the collection box in the Res.
- Medical Manpower will collect the forms on a monthly basis and submit them to Salaries for payment.
- **Emergency Department** – Yellow forms are available from the Emergency Department Doctors Res. and the forms are submitted to the collection box as per the details above.

CUMH are Pay per Roster

Tax/P45 & USC (Universal Social Charge): The tax year runs from the 1st of January to the 31st of December each year. You will need a PPS Number (PPSN).

Personal Public Service Number (PPSN). If you do not have a PPSN contact the Department of Social Protection – www.welfare.ie or 021 4806800.

Commencing Employment – P45/Tax Credit Cert and Pension Levy (PRD45): On commencement of employment, you should bring a P45 and a PRD45 from your previous Employer within the current tax year. (PRD45 relates to Pension Levy).

Previously not employed in Ireland or first employment in the current tax year?

You should register on www.revenue.ie/myAccount

You will need the following

Employers PAYE Registered Number (0007497W)
PPSN
Date of birth
Phone number
Email address
Home address

If you are in difficulty you may contact the Southern Area local Revenue office - 1890 22 24 25.

Each time you rotate Hospital contact your local Salaries department to request a P45 & PRD45 for your new employer.

N.B. If you are rotating within the following Hospitals you do **not** need to bring in a P45/PRD45 - CUH, CUMH, St. Finbarrs Hospital, Mallow General Hospital, Bantry General Hospital, St. Stephens Hospital, HSE Community (North Lee/South Lee), Kerry General Hospital. These are all linked to the same Central Payroll.

Illness Benefit and Sick Leave: Medical Manpower will advise in relation to your allowable paid sick leave days.

Department of Social & Family Affairs Illness Benefit deductions commence after 6 days on continuous sick leave.

These deductions can be claimed back from the Department of Social & family Affairs via an MC1 form (available from your GP).

If you are not entitled to Illness Benefit please bring proof of this to the Salaries Office.

Pension Contributions: All Employees will contribute to Pension. If you leave the Public Service within 2 years you may be eligible to have these contributions refunded to you. The Pension Department can be contacted on 021 4923636 in relation to this.

Voluntary Deductions: Payroll in HSE South Headquarters can facilitate deductions from your salary to listed Insurance companies (Car/House/Health Insurance), Gym Membership etc. Please contact 021 4923680 for further details