

DOCTORS IN TRAINING - PAY PROCESS

What am I paid each fortnight?

Basic Salary is paid on a fortnightly basis.

When are my overtime/extra hours paid?

Overtime/extra hours are paid once a month.

Am I on the correct point of the Salary Scale?

In order to be paid on the correct point of the Salary Scale you need to submit a completed Verification of Service letter from your previous employer.

If you are new to Ireland you need to submit Verification of Service letters from all previous Teaching Hospitals you have worked at.

These forms are submitted to Medical Manpower.

How do I know when to expect overtime/extra hours and how do I know what period a pay date covers?

There is a schedule in the Doctors in Training Res. on the Main Concourse with the period dates/submission dates and pay dates. Medical Manpower will e-mail this schedule to each Doctor in Training in July and January.

Am I "pay per roster" or do I submit an overtime claim?

The following specialities are pay per Roster:

All Interns

Medical SHO's

Medical Registrars

Obs/Gynae

Neonatology

All other specialities must complete an overtime claim form.

How do my overtime/extra hours reach salaries so they can be paid?

Pay Per Roster:

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

If you work in excess of your roster you may be entitled to claim these hours using an "Exceptional Overtime" Claim form. These forms are available from the Doctors in Training Res. Once completed, signed and signed by your Consultant they are put in the collection box in the Res.

Overtime Claim form (if not pay per roster)

Completing and submitting an Overtime claim form

- Overtime claim forms are available in the Doctors in Training 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 time at home in the columns on the right side of the form (see additional section on offsite page 3)
- Total the form, sign it and have your Consultant sign it
- Forms are left in the collection box in the Res. on the Main Concourse; 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 NCHD Res. and the forms are submitted to the collection box as per the details above.

How is overtime calculated and what are the rates? What happens when rosters/overtime claim forms are submitted to Salaries for calculating?

Overtime is calculated on a weekly or "roster period" basis

Any hours over 39 per week or over 156 in 4 weeks are treated as overtime.

CUH calculate overtime on a roster basis i.e. over a 4 or 5 week period

Overtime Rates

Monday to Saturday = Time + ¼ (Time + ½ for Interns)

Sunday = Double Time

Bank Holiday = Single Time Extra for hours worked between 09.00am-17.00pm and double time outside of that (A standard day's leave is added to Annual Leave for Bank Holidays to coincide with "Single Time Extra" - this is recorded by Medical Manpower).

When the Rosters/Overtime claim forms reach Salaries all hours worked in the period are added up and basic pay is taken off this to determine the overtime/extra hours.

Example

4 weeks are submitted totalling 206 hours.

4 weeks x 39 hours (basic pay) = 156 hours.

206-156 = 50 hours available to be paid at overtime rates

2 Sundays are worked in the 4 week period (10 hour days) = 20 hours double time.

50 hours – 20 hrs double time = 30 hours. These remaining 30 hours are paid at Time + ¼ (or Time + ½ for Interns).

Night Duty

Any hours worked at night as part of a structured night shift attract ¼ time extra premium payment (1/4 of hourly rate). This premium payment applies to the first 39 hours basic pay per week – the 40th hour onwards is overtime at the applicable rate. The night premium applies to the core hours between 20.00pm to 08.00am only, though shifts can start earlier in the evening and go later in the morning.

Night duty is not applicable to shifts that go from day to night. I.e. a Doctor that works from 09.00am to 09.00am the next day (day to night shift) is not entitled to night duty, whereas a Doctor that has a specified evening shift does.

Night Duty Premium is paid once the shift commences at 20.00pm and goes beyond 03.00am.

Example of night premium shifts.

20.00pm to 08.00am

18.00pm to 09.00am (night premium hours are applicable from 20.00pm to 08.00am only)

Offsite On Call

Indicate your call in times and time at home in the columns on the right side of the overtime claim form

Use the 24 hour clock and treat each day separately i.e. at midnight one day ends and a new day commences (at 0.01am) so use separate columns for each day.

The rates are as follows.

The first 10 hours in a week are at time + ¼ and the remainder are at ½ time.

If there are 20 or less hours in one week then its split 50/50 between time + 1/4 and ½ time.

Notional Overtime

When taking Annual Leave you lose the opportunity to work overtime. As overtime is a regular payment for Doctors you are compensated by a notional overtime payment. This payment is a look back on overtime worked during a period and an average of this is calculated. This payment shows as "flat overtime" on your payslip and is paid at the end of your contract or every 6 months.

Medical Manpower will provide the list of Doctors that are due Notional Overtime payment.

In relation to my Salary - what happens if I take Annual Leave or Study Leave?

You must submit a leave application form to Medical Manpower in advance of the leave so they can sign off on the day and your Salary can be paid as normal. If you haven't submitted an application form for the leave then Medical Manpower will indicate a 0 hour day and this will affect your Salary.

You must submit proof of attendance with your study leave requests.

In relation to my Salary - what happens if I am NOT rostered to work on a Bank Holiday?

If you are not rostered to work on a Bank Holiday, you will be paid as normal for that day unless you request unpaid Leave in advance. Please state Bank holiday or unpaid leave on your over-time form.

If you work the Bank Holiday, then you are paid accordingly (see page 2 on how overtime is calculated). You must state your hours worked on the over-time form.

What happens if I am on Sick Leave?

If you are on sick leave you should contact Medical Manpower regarding your certified/uncertified sick leave days.

In relation to salary, after 6 days of continuous sick leave Illness Benefit deductions are made. These deductions can be claimed back from the Department of Social & Family Affairs using an MC1 form.

This form is available from your GP.

You should also refer to the HSE sick leave policy on the HSE website www.hse.ie

Am I on Emergency Tax? How do I keep up to date with Tax issues/P45/PRD45 (Pension Levy)?

A P45 is a document that will carry your pay & tax details from your previous employer to your new employer within a current tax year.

A PRD45 is a document that will carry your Pension Levy details from your previous employer to your new employer within a current tax year (the Pension Levy applies to Public Service Employment only).

The tax year runs from the 1st of January to the 31st of December each year.

If your payslip shows the letter "E" in the tax bracket then you are on emergency tax.

Commencing Employment – P45/Tax Credit Cert and Pension Levy (PRD45)

On commencement of employment you should bring a P45 and a PRD45 (if applicable-relates to Pension Levy) from your previous employer within the current tax year.

Previously not employed in Ireland or first employment in the current tax year?**You will need a PPS Number**

Contact The Department of Social Protection to obtain one. Their number is 021 4806800. On obtaining written confirmation of your PPSN please submit to the Salaries Department.

Once you have a PPS Number

You need to contact Revenue on 1890 22 24 25 and register yourself using Employers PAYE Registered Number 0007497W. www.revenue.ie is the online website. Inform Revenue of your employment history within the current tax year.

Revenue will then assign your Tax Credit details to Central Payroll HSE South and you should also receive a copy. You can bring the copy to the Salaries office and we can forward to Central Payroll.

Do I always need a P45/PRD45 when I am rotating within certain HSE South Hospitals?

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, Kerry General Hospital, Bantry General Hospital, HSE Community (North Lee/South Lee), St. Stephens Hospital.

NB: When rotating between Hospitals.

P45's & PRD45s are not always issued automatically unless there is a request in from the employee – best to check with your local Salaries office each time you rotate.

P45's and PRD45's are not issued until you final payment is made. This is to ensure your pay and tax details are correct and up to date.

Year end Statements

A P60 is a year-end statement with your pay and tax contributions.

A PRD60 is a year-end statement with your Pension Levy earnings.

These 2 documents are for your own records.

How do I access my payslips and what details are on them?

You will receive your Payslip online.

Once you are set up for pay you will receive an e-mail with registration details.

Queries with the online service

You should contact Northgate (Service Provider) 01-4814314 or e-mail: HSEPay@ngahr.com

Basic pay is shown on the top left hand side of your payslip. Overtime hours, Premium hours, amendments to salary are shown below basic pay. These are added together to give "Gross pay" and under that "Net pay" is shown (Actual amount paid into Bank Account).

All deductions for Tax/USC/Pension/Pension Levy/PRSI etc are shown on the right hand side.

If your payslip shows the letter "E" in the tax bracket then you are on emergency tax.

How are the overtime/extra hours period dates determined?

The 2nd Monday in July (the changeover date) is the first date and the finish date is 4 weeks after that. The overtime is then paid on the first pay date of the next month. In order to always end a period that captures the 2nd Monday of the next changeover/rotation, sometimes a 5 week capture period is used.

This can be subject to change according to pay dates and Bank Holidays etc but generally this is the format.

Who do I ring for queries? The Medical Manpower Department or the Salaries Department?

For queries on overtime calculations - Contact the Salaries Department

Frances Dooling ext. 22016 e-mail: frances.dooling@hse.ie

Caroline Radford ext. 22015 e-mail: caroline.radford@hse.ie

Contact Names Medical Manpower

Roster queries - Eamonn Forrest ext. 20937 eamonn.forrest@hse.ie

Annual Leave/Sick Leave/Educational leave queries - Eileen McCarthy ext. 22041

eileen.mccarthy@hse.ie

Point on the Salary Scale/Course Refunds – Lesley Chambers ext 21374 lesley.mulcahy@hse.ie

For Tax Queries - Central Payroll-HSE South

021 49 23584/021 49 23585

For Tax Queries – Revenue

1890 22 24 25 (HSE South PAYE registered number is 0007497W).

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