

Salaries Department-Pay Related Information for Doctors in Training (CUH)

Location:

The Salaries office is located in the Administration Building – our entrance is the one nearer the Mental Health Hospital.

Counter opening and Phone contact times:

11.00 am to 12.30 pm & 14.00pm to 15.30 pm

Contacts names - Salaries CUH

Frances Dooling
Ext. 22016
(021 4922016)
E. Frances.dooling@hse.ie

Caroline Radford
Ext: 22015
(021 4922015)
E. Caroline.radford@hse.ie

Central Payroll

Laura Murray,
HSE South,
Wilton Road,
Cork.
Ext. 23584

(021-4923584)

Delia Desmond,
HSE South,
Wilton Road,
Cork.
Ext. 23583

(021-4923583)

Salary – pay frequency

Salary is paid fortnightly on Thursdays, 11 days in arrears, i.e. your first pay date will be Thursday 28th of July 2016, and you will be paid for **one week** as that pay period covers 4/7/16 to 17/7/16 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.

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.

Point on the Salary Scale

This is determined by Medical Manpower. You should bring a Verification of Service letter from your previous employer and submit to Medical Manpower.

Illness Benefit and Sick Leave

Please refer to Medical Manpower in relation to your allowable paid sick leave days.

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.

Rosters/Overtime Claims

Overtime is paid monthly and the 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 will 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 an overtime claim form

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 time 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 there; 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

Exceptional Overtime Claim forms.

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 in the Doctors Res. and they are left in the collection box in the Doctors Res.

Tax/P45 & USC (Universal Social Charge)
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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?

If you do not have 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.

It is advisable that each time you rotate to a new Hospital you request your P45/PRD45 for your new employer. These documents aren't always issued automatically unless there is a request in from the employee.

Pension Contributions

All Employees must pay Superannuation (Pension) contributions.

If you leave the Public Service within 2 years you may be eligible to have these contributions refunded to you. The Superannuation Department will be able assist you with any query regarding this - 021-4923636

Voluntary Deductions

Payroll in HSE South Headquarters can facilitate deductions from your salary to listed Insurance companies (Car/House/Health Insurance etc), Gym Membership etc.

Please contact 021 4923680 for further details