

PRIMARY TEACHER APPOINTMENT AND RE-APPOINTMENT FORM 2016/2017

IMPORTANT NOTES FOR COMPLETING THIS FORM:

1. Incomplete forms will be returned to the school.
2. Sections of the form marked with ** need not be completed if being re-appointed in the same school as last year.

1. SCHOOL DETAILS

Roll No

Name: _____

E-mail: _____ Telephone No: _____

2. TEACHERS PERSONAL DETAILS

Teacher's PPS No. Payroll No.
(Compulsory for salary) (if known)

Title: Gender: Male Female

Surname: _____ First Name(s) _____

Please indicate if you ever changed your name: (e.g. on marriage or by deed poll) Yes No

Former name _____

Permanent Home Address: _____

All correspondence to personnel paid on the Department's payroll must issue to their permanent home address

Date of birth **: - - (verified from full birth certificate.)
Day Month Year

Contact Telephone No: _____ Personal E-mail: _____

Please tick if the proposed appointee would like to receive correspondence through Irish:

Is the proposed appointee a non-EU citizen** Yes No

If the appointee is a non-EU citizen a copy of the work permit must be retained in the school

Not to be completed unless the account details have changed

2.1. BANK DETAILS FOR LODGEMENT OF SALARY

Bank Name:

Bank Address:

Full name in which A/C is held:

A/C IBAN:

A/C BIC/SWIFT:

NB Please ensure your Bank Account is within the Republic of Ireland and is SEPA compliant

3. EMPLOYMENT DETAILS

3.1 WHOLETIME

Permanent: Fixed Term: C.I.D.:
 (Temporary)

Date of Appointment: - -
Day Month Year

In case of Fixed Term appointment - please complete end-date if known*

End Date of Fixed Term appointment * - -
Day Month Year

*If unknown, it is important to inform Primary Teachers Payroll Section at least two weeks prior to the end date

Type of Post: _____
 e.g. Principal, Mainstream Class Teacher, GAM/EAL, Resource Teacher, etc)

Origin of the post _____
 e.g. Replacing Retirement (Compulsory/Voluntary/Disability) / Resignation / Jobshare / Career Break Replacement
 (New Post because: Developing Post/GAM/EAL/Resource Secondment / Death / Other (State Reason)

Name of Teacher(s) being replaced: _____ PPSN

Is Teacher taken from Panel Yes No If Yes, please state Panel _____

3.2 PART-TIME

RPT / Fixed Term Part Time:

Date of RPT / Fixed Term Part Time Appointment: - -
Day Month Year

End Date of RPT / Fixed Term Part Time appointment * - -
Day Month Year

*If unknown, it is important to inform Primary Teachers Payroll Section at least two weeks prior to the end date

or

C.I.D.:

Date of Appointment: - -
Day Month Year

Indicate post to which teacher is being assigned

	Tick	Hours	Minutes
Resource	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
GAM/EAL	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Specialist Subject	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other - please specify	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Origin of the post _____
 e.g. New post, replacing a teacher who has resigned/retired.

Name of Teacher being replaced: _____ PPSN

4. DETAILS OF TEACHING COUNCIL REGISTRATION

Section 30 of the Teaching Council Act, 2001 provides for a requirement that teachers employed in recognised schools must be registered with the Teaching Council in order to be paid from Oireachtas funds.

Is the proposed appointee currently registered with the Teaching Council? Yes No

Circular Ref: [31/2011](#) [52/2013](#)

If 'No' the Appointment Form should not be completed and the proposed appointee must be referred to the Teaching Council

4.1 Registration Details

The proposed appointee should have qualifications suited to the post.

Registration number: Registration/Renewal Date

Registered Under Regulation (Educational Sector) Please tick appropriate box(es) below.
As stated on the Teaching Council Certificate of Registration or Confirmation of Registration

A) Teaching Council Regulation 2 - Primary / Education Sector - Primary (4 - 12 years)

Full Conditional

If Conditional, please provide details of the registration condition(s) below:

Registration Condition(s)

Condition(s) Expiry Date*

B) Teaching Council Regulation 3 - Montessori and other categories

Also known as Restricted Recognition under [Circular Letter 25/00](#)

Full Conditional

If Conditional, please provide details of the registration condition(s) below:

Registration Condition(s)

Condition(s) Expiry Date*

5. PREVIOUS TEACHING SERVICE IN REPUBLIC OF IRELAND**

(need not be completed if being re-appointed).

FROM	TO	STATUS OF POST	SCHOOL NAME AND ADDRESS	ROLL NO

N.B. If you have previous service you may be entitled to incremental credit. Please refer to circular

[10/01](#)

6. GARDA VETTING

Statutory Vetting obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and Circular 0031/2016 effective from 29 April 2016.

Note: Teachers being redeployed are subject to the requirements of both the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and [Circular 0031/2016](#)

This section must be completed

Tick "YES" to indicate that the following requirement has been met.

The school authority has complied with its statutory vetting obligations under section 12 of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016* **and** with the requirements of Circular 0031/2016 in respect of this proposed

YES

NO

If "NO" the proposed appointee is not eligible to be appointed. The appointment form should **not** be submitted. The school authority should also be aware that it is a criminal offence not to comply with a vetting obligation under section 12 of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016*.

7. MEDICAL FITNESS TO TEACH**

Have you received confirmation of fitness to teach in respect of the proposed appointee from the Occupational Health Service (OHS) in accordance with the [OHS Standard Operating Procedures Manual](#)

Yes

No

Not applicable

(Not to be completed if being re-appointed in the same school or redeployed under the Redeployment Scheme)

If **No**, appointment form should not be completed until confirmation is received

8. Declarations in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012

New Pension arrangements apply to any person appointed to the public sector for the first time on or after 1 January 2013. The new arrangements also apply to public sector employees returning to the public service after a break of more than 26 weeks in pensionable public sector employment.

The details are outlined in the DES Circular [0007 2013](#) available on the Department's web site www.education.ie. Declaration Forms S46 and SPS/S51 accompany the circular.

8.1 Declaration of membership of Single Pension Scheme

Please tick (a) or (b)

- (a) **I am a member of the Single Pension Scheme**
As (i) am a new entrant appointed for the first time in the public sector on or after 1 January 2013 or (ii) **I have been out of pensionable employment** from a public sector organisation for a continuous period of 26 weeks dating on or after 1 January 2013.

or

- (b) **I am not a member of the Single Pension Scheme**
As I was a public sector employee prior to the 1 January 2013 and **I have been in pensionable public sector employment**

8.2 For completion by members of Single Pension Scheme

Please tick (a) or (b)

- (a) I **am** simultaneously employed in another Public Service post. I have completed the separate Declaration Form S46 and will return it to Primary Teachers Payroll Section, Department of Education & Skills.

or

- (b) I **am not** simultaneously employed in another Public Service post.

8.3 Are you currently in receipt of pension from the Department of Education & Skills, E.T.B. or any Public Service Body?

Please tick (a) or (b) or (c)

- (a) I am in receipt of a pension
I have completed the separate Declaration Form SPS/S51 and will return it to Pensions Unit, Department of Education & Skills

or

- (b) I have a future entitlement to a preserved pension from a public service pension scheme. I have completed the separate Declaration Form SPS/S51 and will return it to Pensions Unit, Department of Education & Skills.

or

- (c) I am not in receipt of a pension nor do I have an entitlement to a preserved pension from a public service pension scheme.

9. OTHER DETAILS

Is the proposed appointee currently on leave, e.g. career break, from another employment?

Yes No

If 'Yes', please give details of leave type and employer:

10. PENSION RELATED DEDUCTION (PRD)

The Pension related Deduction (PRD) is governed by the Financial Emergency Measures in the Public Interest Act 2009. The Act defines a person to whom the PRD applies as a person who (i) is a public servant, and (ii) is a member of a public service pension scheme, or (iii) is entitled to a benefit under a public service pension scheme, or (iv) receives a payment in lieu of membership of a public service pension scheme.

Please state if this is your main public sector employment

Yes

No

Please note that all public sector employment must be designated as either main or subsidiary employment to ensure that there is no under deduction of PRD. Further information regarding PRD are on the Department of Finance website www.finance.ie

11. MANDATE FORM**

**The mandate below should be completed by teachers who are liable for PRSI Class A.
Payment of salary during periods of absence is dependent on compliance with PRSI regulations**

FORM OF AUTHORISATION - ILLNESS BENEFIT PAYMENTS

I have read and understand the conditions and procedures involved in the operation of illness benefit pay schemes applicable to primary teachers. I am aware that depending on my PRSI contribution record I may be entitled to payment from the Department of Social Protection in respect of absences under these schemes. I acknowledge that payment from the Department of Education and Skills during absence on illness leave will be subject to the following conditions:

- (a) that I make the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits and will, to the best of my ability, comply with whatever requirements are laid down by that Department as a condition of claiming benefit
- (b) that I authorise the Department of Social Protection to pay any benefit due to me directly to the Department Education and Skills' bank account
- (c) that I authorise the Department Education and Skills to apply amended conditions in relation to the payment of illness benefit that may be introduced to comply with Revenue and Department of Social Protection regulations

I also acknowledge that any payments due to me from the Department of Social Protection in respect of such absences under the current arrangements for payment may be recovered by deduction from my salary in the event that I fail to comply with the foregoing conditions.

Accordingly, I accept that in order to ensure compliance with the above undertaking and the illness leave regulations, the Department of Education and Skills may be required to make direct contact with the Department of Social Protection to establish what payments were made to me, when they were made and the amount and duration of such payments. I hereby authorise the Department of Education and Skills to make such enquiries. I understand that any information obtained from the Department of Social Protection will be used only for the foregoing purposes and will not be disclosed to any unauthorised person.

Signed: _____

Date: _____

PPS No: _____

School Roll No: _____

Data Protection

The Department of Education and Skills will treat all personal data provided on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A. If the information provided is to be used for purposes other than outlined in the Departments registration with the DPC the proposed appointee's permission will be sought.

12. Declaration by Appointee:

In the case of each of the following I certify that:

Tick:

- 1 The information recorded in this document is true accurate and complete in all respects. I understand that I am responsible for the accuracy of the information and that if I wilfully suppress any information I risk the loss of appointment.
- 2 I have read the contract of employment and agree to abide by the terms.
- 3 I will refund to the Minister for Education and Skills any monies paid to me which are not properly payable. I agree to comply with the Department's Overpayment Policy as outlined in [Circular 0084/2015](#) in this regard.
- 4 I understand that upon receipt of all fully completed relevant documentation in the Department it may take **8 weeks** before payment is made.
- 5 I have signed the illness benefit mandate form at Section 11 of this form, if paying class A PRSI.
- 6 I understand the conditions and procedures involved in the operation of maternity/adoptive pay schemes.
- 7 I will seek approval from my employer before engaging in any external work and that any external work engaged in by me must not be such as to interfere with the fulfilling of my duties and responsibilities to the school.
- 8 I am currently registered with the Teaching Council and I will continue to renew my registration with the Teaching Council for the duration of my appointment.
- 9 I have authorised the Teaching Council to allow the Department of Education & Skills access to my registration details on the Teaching Council Interface.
- 10 I confirm that, in accordance with the requirements of Garda Vetting [Circular 0031/2016](#) I have provided the school authority with a child protection related statutory declaration which was made in the current or previous calendar year.
- 11 I also confirm to the school authority that since the date on which I signed that statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable persons in which I would be placed by virtue of my appointment to a teaching post in this school.
- 12 I am aware that I am not now, or in the future, required to disclose to a school authority details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 but that, in accordance with Section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.
- 13 I also undertake to inform the above school authority of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continued employment with the school authority or for any subsequent employment with the school authority.
- 14 I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the school authority of relevant changes that may affect my suitability, from a child protection perspective, will constitute a breach of my contract of employment and may be grounds for summary dismissal by the school authority.
- 15 I have completed Section 10 of this form in relation to Pension Related Deduction (PRD)
- 16 I have completed the self declaration, where appropriate, in accordance with Section 4 of Circular [0007/2013](#) titled The Single Public Service Pension Scheme for Teachers and Special Needs Assistants employed in Primary and Secondary/Community & Comprehensive Schools.
- 17 I have been provided with a copy of the Information Note for Primary Teachers by my employer

*Teacher's signature: _____ Date: _____

*Principal's signature: _____ Date: _____

***Notes**

- 1 **The proposed appointee and the principal must sign this section in each others presence.**
- 2 *In the case of the appointment of a Principal Teacher please ensure that the form is signed by the teacher and countersigned by the Chairperson of the Board of Management*

13. Declaration by Chairperson of the Board of Management:

This teaching vacancy became known to me on _____ (Enter Date)

This vacancy was notified to the relevant panel operator (e.g. diocesan secretary)
or the Department where no panel operator applies on _____ (Enter Date)

If this vacancy is not filled by a permanent or CID holding teacher from a redeployment panel, please state the reason below:

In the case of each of the following I certify that:

Tick:

- 1 All relevant sections of this document have been completed and the detail therein is true and accurate.
- 2 A written contract of employment has been signed by both parties, this contract is held in this school and a copy has been given to the teacher.
- 3 I accept that it is the responsibility of the school authority to ensure that this form is correctly completed in order for salary and allowances, where applicable, to be paid to the proposed appointee.
- 4 I have checked employment references with at least 2 of the most recent employers and also verified with them the most recent employment records.
- 5 I verify that the proposed appointee has qualifications suited to the purpose of the post for which s/he is proposed. Please refer to Circular [0031/2011](#)
- 6 I verify that the requirements of section 12 of the National Vetting Bureau (Children and Vulnerable Persons) 2012 to 2016 and Garda [Circular 0031/2016](#) have been met in respect of the proposed appointee.
- 7 I have received confirmation of fitness to teach in respect of the proposed appointee from the Occupational Health Service, if necessary, as provided for at section 7.
- 8 I have examined the original Certificate/Confirmation of Teaching Council Registration.
- 9 I confirm that this appointment is in accordance with the terms [Circular 0007/2016](#) Staffing Arrangements in Primary Schools for the 2016/2017 school year.
- 10 If the proposed appointee has been offered a CID contract I confirm that I have complied with the terms of Circular [0023/2015](#)

School Manager / Chairperson's Signature: _____

Date: _____

All documentation should be forwarded to the Primary Teachers Payroll Section , Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659 as soon as possible after the teacher is selected.

Please ensure that the **Roll Number** of the school is written on the envelope.

Copies of this form and all circulars are available on this Department's website at www.education.ie

Circulars may be updated from time to time and these will be available on the Department's website also.

Contact Details:

Telephone: (090) 6484043 (if school roll number is between 00359V and 18435L) or

(090) 6484044 (if school roll number is 18441G or higher)

E-mail: primtch_payroll@education.gov.ie



A N R O I N N | D E P A R T M E N T O F
O I D E A C H A I S | E D U C A T I O N
A G U S S C I L E A N N A | A N D S K I L L S

Payroll Information Note

For

Primary Teachers

***PLEASE DETACH THIS NOTE AND PROVIDE IT TO THE TEACHER
DO NOT RETURN THIS NOTE WITH THE APPOINTMENT FORM***

Updated May 2016

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Introduction

The Department of Education and Skills wishes to draw your attention to some details relevant to your position as a Primary School Teacher. This document briefly sets out information in relation to salary and deductions. Further details on Payroll services and information are available on the Department's web page at the following link: <http://www.education.ie/en/Education-Staff/Services/Payroll-Financial/>

Your contract of employment is with the managerial authority of the school in which you are employed. The terms and conditions for Primary Teachers are set out in circular letters governing sick leave, absences, maternity and adoptive leave, and other schemes available to teachers. Further information is available from circulars published on the Department's website www.education.ie and/or the Terms and Conditions Section of the Department. Please familiarise yourself with the details of these circulars.

Application forms for schemes and information relating to salary scales are also available on the website www.education.ie under the tabs for Education Staff.

Relevant websites for other Departments are listed at the end of this information note.

Employment

Your contract of employment is with the managerial authority of the school in which you are employed. For Payroll purposes **only** your employer's registered number is **4000099H**.

EU Citizenship

If a teacher is a non-EU citizen, a copy of their work permit must be retained in the school. If there is no work permit, the teacher is not eligible for salary and an appointment form should not be submitted to the Department.

Qualifications and Registration

The proposed appointee must be qualified for the post and registered with the Teaching Council. If the proposed appointee is not qualified for the post and registered with the Teaching Council, the person is not eligible for salary and an appointment form should not be submitted to the Department.

Salary

Salary is paid fortnightly on Thursdays. It covers a 14 day period up to and including the Monday prior to the date of salary issue.

In order to determine the point of scale that you are paid, you should multiply the gross basic pay amount by 26.09 to calculate the annual gross amount. Similarly, if you are in receipt of a qualification/Post of Responsibility/other allowance, you should multiply the gross amount by 26.09 to calculate the annual gross amount. Salary scales and allowances are available on the Department's website: www.education.ie. Select Education Staff on the Home Page. Then select Payroll/Financial from the list of options on the right side of the page.

Incremental Credit

Incremental credit may be awarded to Primary School Teachers for relevant experience for the purposes of progression on the incremental salary scale. Circular Letter 10/01 sets out details on how the Incremental Credit Scheme operates and the application procedures to be followed.

Underpayment / Overpayment of Salary

It is very important to ensure that the correct point of the salary scale and allowances (where relevant) are applied to you.

In the event of an underpayment of salary, the Department will reimburse you at the correct rate and pay any arrears that may have accrued. In the event of an overpayment of salary, the overpayment will be recouped by the Department. Circular Pay 0084/2015 refers. This circular is available in your school and on the Department's website: www.education.ie.

Primary Teachers Superannuation Scheme.

Information on the Primary Teachers Superannuation Scheme is available on the Department's website at <http://www.education.ie/en/Education-Staff/Services/Retirement-Pensions/>

Maternity / Adoptive Benefit

Depending on your PRSI contribution record, you may be entitled to payment from the Department of Social Protection in respect of absences under the Maternity / Adoptive Leave Schemes. Salary payment from the Department of Education and Skills during absence on maternity / adoptive leave is subject to the following conditions:

- (a) That you make the necessary claims for maternity / adoptive benefit to the Department of Social Protection within the required time limits and comply with whatever requirements are laid down by that Department as a condition of claiming benefit, and
- (b) That the Department of Education and Skills will deduct any benefit due to you in respect of such absences directly from your salary.

Any payments due to you from the Department of Social Protection in respect of such absences may be recovered by deduction from your salary in the event that you fail to comply with the foregoing conditions. In order to ensure compliance with the above and with the maternity / adoptive leave regulations, the Department of Education and Skills may be required to make direct contact with the Department of Social Protection to establish what payments are made to you, when they were made and the amount and duration of such payments. The information obtained from the Department of Social Protection will be used only for the foregoing purposes and will not be disclosed to any unauthorised person.

PAYE

The term PAYE means Pay As You Earn. The PAYE system is a method of tax deduction under which the payroll provider calculates any tax due and deducts it each time a payment of salary is made.

When you commence new employment, you need to complete 'Form 12A – Application for a Certificate of tax Credits and Standard rate cut-Off Point' and send it to your local Revenue Office, quoting your Personal Public Service Number (PPSN), Payroll No. and Employers Registered Number which is **4000099H** to get your Certificate of Tax Credits and Standard Rate Cut-Off Point. On instruction from you, your local tax office will issue your tax credit certificate to you. The tax office will also forward a copy electronically to the Primary Teachers Payroll of the Department of Education and Skills. If you have earnings from other employment within this tax year you should have received a Form P45 from your previous employer. Parts 2 and 3 of the Form P45 should be forwarded to the Primary Teachers Payroll. Part 4 should be retained for your records.

If this Department does not receive a tax credit certificate for you, you will be taxed at emergency rates. Emergency tax may result in excessive tax deductions. It is in your interest to obtain your credit certificate and avoid having too much tax deducted. Once this Department receives your cumulative tax credit certificate, any excess tax deducted, within the current tax year (1st January-31st December), will be repaid to you through the payroll provided you remain on pay.

The onus is on the individual Teacher to ensure that the Department receives notification of tax details from the Revenue Commissioners. You are reminded that you should examine your Tax Credit Certificate when you receive it to ensure that it is correct in relation to your circumstances – any queries on your Tax Credit Certificate should be referred to the Revenue Commissioners. The Department of Education and Skills cannot alter tax details for any Teacher and must act on tax instruction from the Revenue Commissioners. Any queries regarding tax should be directed to your local tax office or to the Revenue Commissioners website: www.revenue.ie

Tax is calculated on gross earnings less pre-tax deductions (e.g. pension). Tax is paid at the standard rate (20%) up to your standard rate cut-off point (SRCOP). Earnings above your standard rate cut-off point are taxed at 40%.

Universal Social Charge (USC)

The Universal Social Charge (USC) came into effect on 1 January 2011. It is payable on gross income before pension contributions and the standard rates of USC are as follows:

- 1% on income up to and including €12,012.00
- 3% on income from €12,012.01 to €18,668.00
- 5.5% on income from €18,668.01 to €70,044.00
- 8% on income from €70,044.01 and over.

Further information is available on PAYE and USC on the Revenue website <http://www.revenue.ie/en/tax/usc/index.html>

Pension Related Deduction (PRD)

Pension Related Deduction (PRD) was introduced as part of the Financial Emergency Measures in the Public Interest Act 2009. All teaching and non-teaching staff are liable for PRD. It is calculated on a sliding scale as follows:

Amount of Remuneration	Rate of Deduction
Up to €26,083	Exempt
Greater than €26,083 but not over €60,000	10%
Greater than €60,000	10.5%

Further information on PRD and a Frequently Asked Questions (FAQ) document is available on the Department of Public Expenditure and Reform website <http://www.per.gov.ie/>

Where a person has more than one public sector employer, or where a person is doing part-time or substitute work in more than one education sector (ETB, post-primary, NTS or higher education) a DES_PRD10 form must be submitted to each payroll provider to ensure correct deductions are made in respect of PRD. Form DES_PRD10 is a declaration of an individual's status with regard to any public service pension scheme. It is also a declaration of an individual's main and subsidiary employers where an individual has more than one public service employment. For further information on completing this form, please see Information Note Form DES_PRD10 on the Department's website <http://www.education.ie/en/Education-Staff/Information/Payroll-Financial-Information/Pension-Related-Deduction-PRD-.html> Completed forms should be submitted to the postal address below.

PRSI Calculation

PRSI is a form of social insurance, which is administered by the Department of Social Protection. PRSI is payable by both employees and employers and the rate of PRSI payable by both parties varies according to how employees are classified within the PRSI system and how much they earn.

PRSI is deducted by employers from employees' salaries and is remitted to the Collector General together with income tax and USC deducted under the PAYE system. However, the administration of PRSI is handled by the Department of Social Protection, not the Inspector of Taxes. PRSI or social insurance contributions paid by employees entitle the employee to various social insurance benefits.

An information leaflet (**SW14**) is available from the Department of Social Protection, which outlines the various classes of PRSI contributions. Any queries on benefits payable should be directed to the Department of Social Protection. Information leaflets on benefits payable by the Department of Social Protection are available on their website: www.welfare.ie

Your PRSI class will be on your pay slip. When you get your payslip, please verify that your PRSI Class is correct. If it is incorrect written notification of your correct PRSI Class should be obtained from the Department of Social Protection and forwarded to the Primary Teachers Payroll. On receipt of this notification your PRSI Class will be amended.

Form P60 Annual Certificate and Statement of Earnings

A Form P60 will be issued to you annually provided you were employed on the last day of the tax year (i.e. 31st December). A Form P60 will issue to you in respect of the previous tax year. The P60 will provide you with details of your earnings for the tax year in question together with PAYE, PRSI, USC, Illness Benefit (where relevant) and the Local Property Tax (where relevant) deducted. The P60 is an extremely important document for all employees.

A Statement of Earnings will also issue, at the same time as the P60s, to personnel who were employed in the previous tax year, but who were not employed on the last day of the tax year (i.e. 31st December).

You should retain your Form P60 or Statement of Earnings carefully.

Change of Personal Details

For data protection purposes all changes of personal details must be **submitted in writing and signed**. Please quote your Payroll Number / PPSN and advice of the exact change required. For a change of name, please submit a copy of the relevant certificate. The notification should be addressed to the postal address below.

Sick Leave

Teachers must submit, to the school managerial authority, a Medical Certificate for absences in excess of 2 days. The sick leave should be keyed to the On Line Claims System (OLCS) by the school.

For teachers paying PRSI class A, where the absence is in excess of 6 days, the Medical Certificate must be accompanied by an Illness/Injury First Certificate Form (MC1). The sick leave should be keyed to the On Line Claims System (OLCS) by the school and the Illness/Injury First Certificate Form (MC1) should be forwarded to the Illness Benefit Unit, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath without delay, as it must reach the Department of Social Protection within 7 days of the start of the illness. Failure to comply with these requirements may result in loss of salary.

Further information on the procedures for claiming Illness/Injury Benefit are available on the Department's website <http://www.education.ie/en/Education-Staff/Services/Payroll-Financial/Payroll-Services-and-Information.html>

A new Public Service Sick Leave Scheme, which applies to teachers, was introduced from 1 September 2014. The details are set out in Circular 0053/2015 and is available on the Department's website www.education.ie.

Primary Teacher Payroll Contact Details

Telephone: (090) 6484043 (if your school roll number is between 00359V and 18267Q or (090) 6484044 (if your school roll number is 18268S or higher)
In Writing Primary Teachers Payroll, Payroll Division, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659. **Please quote school roll number on the outside of the envelope.**
E-mail: prmtch_payroll@education.gov.ie

www.education.ie Department of Education and Skills

www.per.gov.ie/pensions Department of Expenditure and Public Reform

www.revenue.ie Revenue Commissioners

www.welfare.ie Department of Social Protection