

## **Salaries Department-Pay Related Information for INTERNS**

**Location:** The Salaries office is located in the Administration Building (same building as the ID Card 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

### **Contacts names - Salaries CUH:**

Donna O'Donovan - Ext. 22016 (021 4922016) [Donnac.odonovan@hse.ie](mailto:Donnac.odonovan@hse.ie)

Sean Delaney - Ext: 22015 (021 4922015) [Sean.delaney@hse.ie](mailto:Sean.delaney@hse.ie)

### **Contact names - Central Payroll, HSE South**

Julie Carey - Ext. 23585 (021 4923585) [Julie.carey@hse.ie](mailto:Julie.carey@hse.ie)

Moya Kenny - Ext. 23583 (021 4923583) [Moya.kenny@hse.ie](mailto: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 26<sup>th</sup> of July 2018, you will be paid for one week on that date and fortnightly thereafter.

**Payslips:** 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 online service:** Northgate (Service Provider) 01-2474202 or e-mail: [HSEPay@ngahr.com](mailto:HSEPay@ngahr.com)

**Rosters/Overtime Claims:** Overtime is paid **monthly** and a date planner will follow.

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

**What to do to get off Emergency Tax & USC (Universal Social Charge) & Pension Levy:** The tax year runs from the 1<sup>st</sup> of January to the 31<sup>st</sup> 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](http://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](http://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 your Southern Area local Revenue office - 1890 22 24 25.

### **Each time you rotate Hospital you should contact your local Salaries Department and request a P45 and PRD45 for your new employer.**

**NB** If you are rotating within the following Hospitals you do not need to bring in a P45/PRD45: - CUH, CUMH, St. Finbarr's Hospital, Mallow General Hospital, Bantry General Hospital, HSE Community (North Lee/South Lee), St. Stephens Hospital, Kerry General Hospital.

**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 Pensions 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 etc), Gym Membership etc. Please contact 021 4923680 for further details.

For further information on staff inductions please visit our website - [cuh.hse.ie/careers/staff-induction-programme](http://cuh.hse.ie/careers/staff-induction-programme)