

Primary Teachers Appointment and Re-Appointment Form 2017/2018

Incomplete forms will be returned to the School.

Teacher Details

PPS Number _____

Payroll No. _____

First Name _____

Surname _____

Male Female

Correspondence Address _____

All correspondence to personnel paid on the Department's payroll must issue to this address (not school address)

Date of birth _____ / _____ / _____

Phone No. _____

e-mail _____

Tick if you would like to receive your correspondence through Irish

School Details

Roll Number _____

School Name _____

e-mail _____

Phone No. _____

Employment Details

Contract Type	✓	Hours
Permanent		
Contract of Indefinite Duration		
Fixed Term Wholetime		
Fixed Term Part-Time		

Type of Post: _____
(e.g. Principal, Mainstream, Resource, Specialist Subject)

Date of Appointment: _____

Origin of the Post: _____

Name of Teacher(s) being replaced: _____

Bank Details (not to be completed unless the account details have changed)

Bank Name _____

Bank Address _____

Name on Account _____

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

Once fully completed, this document should be returned to the following address:

Please include the Roll No. on the outside of the envelope
Primary Payroll Division,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath

Payment on the first issue of the 2017/18 school year can only be guaranteed if this form is received by Primary Payroll Division by Friday 14th of July 2017

Details of Teaching Council Registration

- Tick to certify that you are currently registered with the Teaching Council for the purpose of Primary teaching, in accordance with circulars 31/2011, 25/2013 & 52/2013.

Teaching Council Registration No.: _____

If you are not registered you cannot be appointed and should not complete this Form

Note: It is the teacher's responsibility to ensure Teaching Council registration is in order, renewed in time and kept up-to date. A teacher **cannot** be paid for any period where they are not registered for Primary teaching, or where they have allowed their registration to lapse. It is the school's responsibility to verify that the proposed appointee is currently registered with the Teaching Council.

Previous Employment Details

If you worked for another employer **this year**, you should include a P45 from that employer with this form if available.

- Tick if you have included a P45 with this form.

This is important as a P45 allows us to receive your tax certificate details from Revenue. If we do not receive your tax details in a timely manner you will be taxed on an Emergency Tax basis until we receive tax details for you. Keeping your tax information up to date with Revenue is your responsibility. If you need to make contact with them regarding this employment they may ask for our Employer Reg. No., which is **4000099H**.

Previous Teaching Service

If you have previous teaching service, please detail it using the below table. Previous service may entitle you to incremental credit – see 'Information Note for Primary Teachers', which you should receive from your principal with this form.

Date From	Date To	Contract Type/Status	School Name and Address

Garda Vetting

Statutory vetting obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and Circular 31/2016.

This section must be completed.

Note: Teachers being redeployed are subject to the requirements of both the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 and circular 31/2016

Tick to indicate that the school authority has complied with its statutory vetting obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 **and** with the requirements in respect of this proposed appointment.

If this requirement has not been met 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 the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Medical Fitness to Teach

Tick to indicate that you have received confirmation of fitness to teach in respect of the proposed appointee from the Occupational Health Service in accordance with Circular. 4/2013.

Form of Authorisation – Illness Benefit Payments

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.

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 Skill's 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 (Teacher)

PPS No.

Date

Teacher's Checklist and Declaration

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

1. I the undersigned declare that the information recorded in this document is true accurate and complete. 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 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. I have agreed to have my qualification details made available to D.E.S.
3. I understand that Section 30 of the Teaching Council Act 2001 makes it a requirement for me to maintain my registration with the Teaching Council in order to be paid a salary by the D.E.S. in accordance with Circular 0052/2013.
4. I have read, signed and received my contract of employment and agree to abide by the terms of said contract.
5. I have completed the self-declaration where appropriate in accordance with paragraph 4 of circular 07/2013 titled The Single Public Service Pension Scheme for Teachers and Special Needs Assistants employed in Primary and Secondary Community/Comprehensive Schools.
6. I 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.
7. 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.
8. 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.
9. I am aware that I am not now, or in the future, required to disclose to a school authority details of any convictions 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.
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 the previous calendar year.
11. I will refund to the Minister for Education and Skills any monies to me which are not properly payable. I agree to comply with the Department's Overpayment Policy as outlined in Circular 84/2015 in this regard.
12. I understand the conditions and procedures involved in the operation of maternity/adoptive pay schemes. Please see Terms & Conditions Web Book.
13. I have read the Information Note for Primary Teachers.
14. I have signed the mandate form, Form of Authorisation (illness benefit payments)
15. I understand that upon receipt of all relevant documentation in the Department it may take 8 weeks before payment is made to me. This is due to completion of the payroll process and if this document is returned incomplete that I will not be paid salary until after a fully completed form is received and processed by the Department
16. I declare that 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.
17. The Pension Related Deduction (PRD) is governed by the Financial Emergency Measures in the Public Interest Act 2009.

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 can be found on the Department's website at www.education.ie

Teacher

Principal (note: the proposed appointee and the principal must sign this section in each other's presence)

Date

Principal/Chairperson's Checklist and Declaration

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

1. All relevant sections of this document have been completed and the details therein are 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 appointee.
4. I have verified with the proposed appointee that they are currently registered with the Teaching Council.
5. In respect of new one year fixed-term contracts being offered for the 2017/18 school year, or a new CID contract, I certify that the terms of Circular 0074/2016 have been complied with.
6. I have checked employment references with at least 2 of the most recent employers and also verified with them the most recent employment history.
7. I have received confirmation of fitness to teach in respect of the proposed appointee from the Occupational Health Service.
8. I have examined the original Certificate/Confirmation of Registration, Transcript of Results (for each year of study) and Parchments/Certificates of the qualifications held by this teacher.
9. I verify that the proposed appointee has qualifications suited to the purpose of the post and meets the criteria for which s/he is proposed (Refer to Circular 31/2011, 25/2013 & 52/2013).
10. I verify that the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 and Garda Vetting Circular 0031/2016 have been met in respect of this proposed appointee.
11. I confirm that this appointment is in accordance with the terms of Circular 0017/2017 Staffing Arrangements in Primary Schools for the 2017/2018 school year.
12. The teaching vacancy became known to me on: _____
13. This vacancy was notified to the relevant panel operator (e.g. diocesan secretary) or the Department where no panel applies on: _____
14. If the vacancy is not filled by a permanent or CID holding teacher from a redeployment panel, please state the reason why:

School Manager/Chairperson: _____

Date: _____

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.

Data Protection Notice

The Department of Education and Skills will treat all personal data you provide 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 you have provided is to be used for purposes other than outlined in the Department's registration with the DPC your permission will be sought here.

Once fully completed, this document should be returned to the following address:

Please include the Roll No. on the outside of the envelope
Primary Payroll Division,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath

Contact details:

Roll No. 00359V to 18435L (090) 6484043
Roll No. 18441G or Higher (090) 6484044
primtch_payroll@education.gov.ie

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Declaration under the Single Scheme Act

(To be completed by persons taking up an appointment in the public service)

Please use attached **Guidance Note** to assist in the completion of this Declaration

Any queries regarding this Declaration should be directed to Pension Unit at pensions@education.gov.ie

Warning: If we do not receive this form completed in full & accurately there will be a delay commencing you into a pension scheme and therefore you may have to pay pension deduction arrears

Declaration under Section 51 (Duty to make declarations, etc.) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012

Section 51 (Duty to make declarations, etc.) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 requires that: Any person who

(a) takes up employment in a public service body, and

(b) either—

(i) has an entitlement to any preserved pension or any preserved lump sum or any other retirement benefit, or

(ii) has received or is in receipt of retirement benefits,

under a pre-existing public service pension scheme of which he or she was or is a member, shall provide a declaration to that effect to the relevant authority.

1. CAREER HISTORY (Required **ONLY** for Public Sector employments in **Ireland** And may include employment outside of the teaching/education sector Eg HSE, Civil Service etc

Employer	Dates of Employment (From – To)	Pensionable (Y/N)

2. I hereby declare that I am **I am not** *(tick as appropriate)* currently in receipt of any remuneration (pay) from any other public service body.

REMUNERATION/PAY (Please complete if ticked “I am” above)

Description	
Annual gross pay	
Paying authority	
% of Full time position	

3. I hereby declare that:

- a) I have received I have not received or I am in receipt of retirement benefits *(tick as appropriate)* **OR**
b) I have I do not have *(tick as appropriate)* an entitlement to any of the pension benefits specified above.

(a) PENSION BENEFIT CURRENTLY IN PAYMENT (Please complete if ticked “I have/I am” above)

Description (Retirement, Ill Health, Early Retirement,)	
Paying authority	

(b) PENSION BENEFIT FUTURE ENTITLEMENTS (Please complete if ticked “I have” above)

Description	
Paying authority	

Signed: _____
Name (Block Capitals): _____
PPS Number: _____
Date: _____

For Office Use only:

Single Scheme Member Y/N: _____

Sent to Pension Unit: _____

Recorded by: _____

Guidance Note

for completing the Declaration under the Single Scheme Act

If you are a teacher taking up a post in the Public Sector (E.g. HSE, Civil Service, ETB etc) **for the FIRST time**, you will not already have an entitlement to a pension therefore you should complete this declaration as follows:

1. Career History Not Applicable
2. Remuneration/Pay This should be ticked as “I am not” employed in any other Public Sector Post and not in receipt of salary prior to this appointment.
3. Pension Benefit You should tick “I have not received” at (a) and “I do not have” at (b) No other information is required in the boxes below.

The form should be signed, dated and PPSN included

If you are a teacher taking up a post in the Public Sector having worked in a teaching post previously and/or in the wider Public Sector, you may have an entitlement to a pension as a result of that employment therefore you should complete this declaration as follows:

1. Career History You should include service completed in **Ireland** either/both in teaching posts and the wider Public Sector.
2. Remuneration/Pay This should only be ticked as “I am” if you are currently employed in another Public Sector Post otherwise tick “I am not”
3. Pension Benefit You should tick “I received” at (a) if you have previously paid a pension contribution in any teaching post/Public Sector Body and claimed a pension benefit on foot of these contributions.

You should tick “I have not received” at (a) if you have previously paid a pension contribution in any teaching post/Public Sector Body to the current date and may be due a pension at a date in the future on foot of these contributions.

You should tick “I am in receipt” at (a) if you are currently receiving a pension benefit having paid a pension contribution from any teaching post/Public Sector Body.

4. You should tick “I have” at (b) if you have ever paid a pension contribution in any teaching post/Public Sector Body and have an entitlement to claim a benefit in the Future.

You should tick “I do not have” at (b) if you have ever paid a pension contribution in any teaching post/Public Sector Body but do not have an entitlement to claim a benefit in the future (e.g. obtained a refund of contributions).

The form should be signed, dated and PPSN included



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***

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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. All queries on registration should be directed to The Teaching Council. www.teachingcouncil.ie

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.

Service in another EU Member State

Post-1 January 2011 and Post-1 February 2012 new entrants to teaching may be entitled to be paid on a different salary scale. Circular Letter 0027/2016 sets out details on how this 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 tax credit certificate in order to 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 for this and subsequent tax years. 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:

- 0.5% on income up to and including €12,012.00
- 3% on income from €12,012.01 to €18,772.00
- 5.5% on income from €18,772.01 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 €28,750	Exempt
Greater than €28,750 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 the Terms and Conditions Web Book available on the Department's website \[www.education.ie\]\(http://www.education.ie\).](#)

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: primtch_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