**New Employee Set - Up Form**

**School Name**

**School Roll Number**

|  |  |
| --- | --- |
| **Personal Details** | |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Mobile phone number** |  |
| **PPSN Number** |  |
| **Date of Birth** |  |

|  |  |
| --- | --- |
| **Emergency Contact Details** | |
| **Name** |  |
| **Address** |  |
| **Mobile phone number** |  |
| **Relationship to employee** |  |

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| --- | --- |
| **Bank Details** | |
| **IBAN** |  |
| **BIC** |  |
| **Name on account** |  |

|  |  |
| --- | --- |
| **Payment Details** | |
| **Start date** |  |
| **Pay scale type (if appropriate)** |  |
| **Hourly/Weekly/**  **Monthly Pay rate** |  |
| **Hours of work** |  |
| **Holiday Entitlements** |  |

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| --- | --- |
| **Office Use** | |
| **Nominal Expense Code** |  |
| **Grant Payment out of (if appropriate for example State exams, non teacher pay grant, SSSF)** |  |
| **Pension applicant declaration form received**  **(C&C Department Sanctioned Staff only)** |  |

**Note for new employee**

When you start a new job, you need to give your *Personal Public Service Number (PPSN)* to your new employer. Your new employer will notify Revenue that you have commenced when they first request a *Revenue Payroll Notification (RPN)*.

Revenue will issue you with a *Tax Credit Certificate (TCC)* and make an RPN available to your employer.

Your employer can then make the correct deductions from your salary.

If you do not give your new employer your PPSN, you may pay too much tax. Your employer will be required to deduct *Emergency Tax* from your pay.

Your new job might be your first job in Ireland. If it is, you need to sign into ‘myAccount’to register it using the *Jobs and Pensions Service*.