

SOUTH EAST TECHNOLOGICAL UNIVERSITY – HR SETUP FORM

NB: Incomplete forms will be returned unprocessed

Section 1: EMPLOYEE SECTION- *Please use block capitals if handwriting form*

TITLE: _____

FORENAME: _____ MIDDLE INITIAL: _____ SURNAME: _____

GENDER: _____ (CSO statistical reporting)

NATIONALITY: _____ (CSO statistical reporting)

CIVIL STATUS: _____ (PENSION reporting for Revenue and Dept. of Education)

ADDRESS: _____

MOBILE NO: _____

EMAIL: _____

DATE OF BIRTH: _____

EIRCODE: _____

P.P.S NO: _____

PRSI CLASS: (A OR D) _____

IS SETU YOUR MAIN EMPLOYER: YES NO

IN CASE OF AN EMERGENCY, PLEASE CONTACT:

NAME: _____

PHONE NO: _____

PENSION RELATED LEVY:

N. B. In order to ascertain if you are liable for the pension related levy, please tick one of the following:

1. I am in receipt of a pension from a public sector scheme
2. I am member of another public sector pension scheme/working in another public sector body
3. I retain an entitlement to a preserved benefit award from a previous employment with a public sector body
4. None of the above

(Please note that if pt. 4. is applicable to an employee the declaration sheet **does not need to be completed**. External Examiners/Reviewers should not complete the declaration form)

BANK A/C DETAILS:

Bank Branch: _____

IBAN: _____

BIC: _____

(NB: Forms will be returned if IBAN and BIC codes are not given)

SIGNATURE:

Signature: _____

Date: _____

(NB: This form should only be signed if it is completed clearly and in full)

Declaration

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

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

(1) 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 South East Technological University .

Declaration:

I hereby declare that I have (*) / do not have (*delete as appropriate*) entitlement to any of the pension benefits specified above. [*To be completed by persons taking up an appointment in the public service.*]

Signed	
Name (Block Capitals)	
PPSN	
Date	

OR

I hereby declare that my last employment was in a public service body:

Yes No

If yes, please state name of public body: _____

Signed: _____ Date: _____

Print Name: _____

***** PLEASE NOTE THAT FAILURE TO COMPLETE ALL FIELDS WILL MAY RESULT IN A DELAY IN YOUR PAYMENT AS INCOMPLETE FORMS WILL BE RETURNED.**

Section 2: Head of Department/School/Function/Central Services Manager section

Job Title in SETU: External Examiner

Location: Waterford

Start Date of SETU Contract: _____

End Date of SETU Contract: _____

Category: *(Please mark clearly as appropriate)*

Permanent Whole Time

Temporary Whole Time

Permanent Part Time

Hours/week: _____

Temporary Part Time/Pro-Rata (Academic)

Hours/week: _____

Academic Part Time Hours
(Hourly Paid Academic)

Hours/week: _____

Other: _____

Please specify

Hours/week: _____

Management Unit: _____

Line Manager: _____

Cost Centre: D140

Department: Registrar's

Salary: _____

Signed: _____

Head of Department/School/Function/Central Services Manager

Print Name: Dr Derek O Byrne

(NB: This form should only be signed if it is completed clearly and in full)