



Employee Set up form HR 101(C-19)

This form is to used to hire or rehire employees on SAP HR. Failure to fully complete the form will result in delays to salary payments.
Please complete in block capitals & place a tick in the appropriate boxes

| | | |
|----------------------------------|---------|------------|
| Hire | Re-hire | Temporary |
| Personnel Number If a Re-hire | | Start Date |

Section 1 - 2 should be completed by Employee/Payee

1. Personal Information

| | |
|---|------------|
| Surname | First Name |
| Street Address: | |
| 2nd Line Address: | |
| Postal Code/County: | |
| Email address for online payslip purposes | |
| Mobile Number: | |

| | |
|---------------|--|
| Date Of Birth | |
| PPS Number | |

2. Bank Details

| | |
|-----------------------------|--------------|
| Bank Name | Bank Address |
| Sort Code | Account No |
| Payee Name | |
| Bank Identifier Code (BIC) | |
| SEPA Bank Account No (IBAN) | |

3.Appointment Details

| | | |
|--------------------|---------------|--------|
| Grade | Org Unit No. | |
| Position Number | Position Name | |
| Personnel Area | Cost Centre | |
| Employee Group | Location Code | |
| Employee Sub Group | Temporary | |
| Wholetime | Part-time | Casual |

4. Contract Type – [please attach signed contract]

| |
|-------------------------------------|
| Specified Purpose Std T&C's 06/2014 |
| Expiry date of Temporary Contract |

5. Work Pattern

| | |
|---|---|
| Wholetime Standard hours for this grade | Contract Hours for EE (use decimals) |
| Working Week | Mon – Fri 5/5 <input type="checkbox"/> Mon – Sun 5 / 7 <input type="checkbox"/> Work Rule Schedule (if casual enter HRPD) |

Note: Employee works a Monday to Friday roster they are classified as 5/5 & will not receive Sat allowance or Sunday/BH premium. Alternatively if an employee works on Saturday or Sunday they are classified as 5/7 & will be paid the relevant allowances & premium.

6. Pay Details

| | | |
|-----------------|------------------------|------------|
| Annual Salary € | Level (Point of Scale) | Grade Code |
|-----------------|------------------------|------------|

| Allowance <small>Please ensure that supporting documentation is attached</small> | Amount/Unit | Wage Type/Pay Code <i>Official Use Only</i> |
|---|-------------|--|
| 1 | | |
| 2 | | |

7. Pension Details

Superannuation classification to be completed in all cases Non New Entrant New HSE Entrant SPSPS

PRSI Class (as per P60) :

| Please indicate the relevant superannuation scheme | Officer | | | | Non Officer | |
|--|--------------|--------------------------|--------------|--------------------------|-------------|--------------------------|
| | PRSI Class A | | PRSI Class D | | | |
| 1956 Scheme | 120 | <input type="checkbox"/> | 120 | <input type="checkbox"/> | 200 | <input type="checkbox"/> |
| 1977[Revision Scheme] – Main Scheme | 160 | <input type="checkbox"/> | 140 | <input type="checkbox"/> | 220 | <input type="checkbox"/> |
| Spouses' & Children's | 320 | <input type="checkbox"/> | 320 | <input type="checkbox"/> | 420 | <input type="checkbox"/> |
| Widows' & Orphan's | | N/A | 300 | <input type="checkbox"/> | 400 | <input type="checkbox"/> |

| | | |
|--|-----|--------------------------|
| HSE Employee Superannuation Scheme – Main Scheme (Officer & Non Officers) | 165 | <input type="checkbox"/> |
| Spouses' & Children's | 325 | <input type="checkbox"/> |
| Public Service Pensions [Single Scheme] | 170 | <input type="checkbox"/> |

| | | |
|------------------------------------|------|--|
| 8 (a) HBS Recruit Signature | Date | |
|------------------------------------|------|--|

8 (b) Hiring Manager/Delegated Officer Declaration

I declare that the above information is accurate and correct. I confirm that the above employee commenced employment on the date stated above and approve set up on the appropriate HR/payroll system.

| | | |
|----------------|---------------------------------|--|
| Signature | Date | |
| Name (Print) | Grade | |
| Contact Tel No | Decision Number (if applicable) | |
| E-Mail Address | | |