

HR FORMS IMPACTING PAY

It is a line manager's responsibility to ensure all forms are submitted within the required timelines to avoid salary overpayments to employees.

ACTIONS	FORM REQUIRED	DEADLINE FOR SUBMISSION OF FORMS TO HR
Hiring		
Hire of new employee (including employee moving from another HSE area)	HR101 – Employee Setup Form	Minimum of 4 weeks
Temporary Appointment to Higher Duty Grade (Permanent employees on Temporary Appointment)	HR103(a) – Temporary Appointment	Minimum of 4 weeks
External Person Hire	ESS_MSS 562 – External Person Hire Form <i>This form is to be used to set up External Managers on SAP for ESS/MSS approval and to hire Agency Staff /External Contractors</i>	Minimum of 4 weeks
Transfer and Change of Terms and Conditions		
Change to employee terms and conditions: <ul style="list-style-type: none"> • Promotion • Grade Change • Cessation of temporary appointment • Change of contract hours • Renewal of contract • External secondment • Temporary to permanent contract • Transfer • NCHD extension of contract • Return from career break 	HR102 – Change to Employee Terms and Conditions	Minimum of 4 weeks excluding Return from Career Break which requires a minimum of 3 months' notice
Maternity/Adoptive/Paternity/Parental/Parents Leave		
Paid/Unpaid Maternity Leave	HR108(i) – Maternity Leave/Additional Maternity Leave Application Form	Minimum of 4 weeks
Adoptive Leave	HR108(a) – Adoptive Leave Application Form	Minimum of 4 weeks
Paternity Leave	HR108(k) – Paternity Leave Application Form	Minimum of 4 weeks
Parental Leave (employees PL absence must be submitted for each pay period as part of the time returning process)	HR108(j) – Parental Leave Application Form	Minimum of 4 weeks
Parents Leave	HR108(t) – Parents Leave Application Form	Minimum of 6 weeks
Career Breaks		
Employee applying for Career Break	HR105 – Career Break Application Form	Minimum of 3 months' notice
Unpaid Leave		
Carers Leave	HR108(c) – Carers Leave Application Form	Minimum of 4 weeks
Special Unpaid Leave	HR108(o) – Special Unpaid Leave Application Form	Minimum of 4 weeks
Flexible Working		
Shorter Working Year	HR115 – Shorter Working Year Scheme Application Form	31 st October of the previous year
Flexible Working	HR111 – Flexible Working Application Form	Minimum of 4 weeks
Injury, Physical Assault, Critical Illness and Rehabilitation		
Injury Grant	HR112 – Injury Grant Application Form	As and when required
Serious Physical Assault	HR108(m) – Serious Physical Assault Form	As and when required
Critical Illness	HR113 – Critical Illness Application Form	Minimum of 4 weeks
Temporary Rehabilitation Remuneration	HR114 (b) – Temporary Rehabilitation Remuneration Form	Minimum of 4 weeks
Leaving the HSE, moving to another HSE area or retiring from the HSE		
Leaving the HSE	HR106 – HSE Leaving Form	Minimum of 4 weeks
Employee moving to another HSE area	HR106 – HSE Leaving Form and HR101 Hire Form <u>or</u> HR3 – Employee Transfer	Minimum of 4 weeks
Retiring from the HSE	HR106 – HSE Leaving Form HR107(a) – Retirement Form	Minimum of 3 months' notice

Note: Additional information is required to be submitted with some HR forms; please refer to individual forms for requirements.