

HR Form 001 A

**Employee Set Up Form**

|  |
| --- |
| ***Please complete all sections below in BLOCK CAPITALS and send completed forms to vacancies@wwetb.ie*** ***All new employees should notify Revenue if commencing employment with WWETB quoting employers registered number - 3205203KH.***  |
| **Section 1 – Personal Details** |
| **Job title** |  |
| **School/College/ Centre** |  |
| **Forename** |  | **Known as** |  |
| **Surname** |  | **Title (Ms/Mrs/Mr/Dr/Other)** |  |
| **Address**  |  |
|  |
|  |
|  |
| **Post Code** |  | **Date of Birth \_ \_ / \_ \_ / \_ \_ \_ \_** |
| **Marital Status** |  | **Maiden Name** (if applicable) |  |
| **PPS Number** |  | **Nationality** |  |
| **Phone Number** | **Home: Mobile:** |
| **Gender** | **Male** | **Female**  |
| **Email address** (personal) |  |
| Please note that when you are set up as a WWETB employee you will be assigned an official WWETB email address and all future correspondence will issue to this email address, not to your personal email address. Staff engaged on a short-term casual basis may not be issued with a WWETB email and will be contacted on their personal email address where necessary. |
| **Payment Details** |
| **Name and Address of Bank** |  | **Sort Code**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Account Number**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

 |
| **IBAN** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 |
| **BIC** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

 |
| Do you have any other current employment outside of WWETB? Yes No If yes, please complete the following section |
| **Other Current Employment Details** |
| **Name of Employer** |  |
| **Position Held** |  |
| **No of Hours worked per week** |  |
| **Have you previously worked with WWETB? Yes / No** | If yes, please provide your previous employee number if known |
| **Position held** |  |
| **Emergency Contact Details**  |
| **Forename** |  | **Surname** |  |
| **Address** |  |
| **Relationship to you** |  | **Phone No** |  |
| **Section 2- Pension Information** To be completed by all persons taking up pensionable employment with WWETB. **If your post is not pensionable please proceed to section 3.** Purpose of this Section: Section 51 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. Accordingly, WWETB requires this declaration to be made as a condition of being offered employment. |
| **Section A. Verification of Current Irish Public Service Employee Status** |
| 1. I declare that:*(please mark one answer only)*
2. I have **NOT** previously been employed in the Irish Public Service **[Go to Q5]**
3. I **HAVE** previously been employed in the Irish Public Service Body **[Go to Q2]**
 |
| **Section B. Declaration for current or former employees of the Irish Public Service** |
| 1. I declare details of **all periods** of prior **employments** with Irish Public Service Bodies in the table below ***(if***

***employed prior to 2013)***. *Please check with your former employers if you are unsure of precise dates. Use an additional page if needed).* ***Please submit a statement from each Previous Public Sector employer confirming the following 1. Name and address of previous employer 2. Title of post held 3. Date of employment From/to, 4. Rate of Pay for the post*** |
|  | **Irish Public Service Employer** | **Dates of Employment FROM (dd/mm/yyyy)** | **Date of Employment TO (dd/mm/yyyy)** |
| A) |  |  |  |
| B) |  |  |  |
| ***1****You are* ***not*** *deemed to have left public service employment if you are currently availing of employer approved unpaid leave (e.g., through a Career Break, Special Unpaid Absence, Unpaid Maternity Leave, Unpaid Parental Leave, Carer’s Leave, etc.).* **[Go to Q 3]**  |
| 1. I declare that:*(please mark one answer only)*
2. I have **NEVER** availed of an enhanced or Incentivised Scheme for Voluntary Early Retirement or redundancy from an Irish Public Service Body; **[Go to Q 4]**
3. I **HAVE** availedof an enhanced or Incentivised Scheme for Early Retirement or enhanced redundancy from an Irish Public Service Body. I confirm that I am **NOT** prohibited under the terms of such Scheme from accepting re-employment in the Irish Public Service and I am aware of the potential consequences to my existing benefits in the event of my re-employment in the Irish Public Service. **[Go to Q 4]**

*(Please enclose full details of the particular scheme that you availed of and the date of same. For example, Government Incentivised Scheme for Early Retirement in 2009, HSE Targeted Voluntary Early Retirement Redundancy Scheme in 2010, DES Teachers’ Early Retirement Scheme, etc. If Ministerial consent is required for your re-engagement this must be attached.*  |
| **Section C. Verification of Current Irish Public Service Pension Scheme Benefits in Payment** |
| 1. I declare that**:** *(please mark one answer only)*
2. I am **NOT** in receipt of any retirement benefits from any Irish Public Service Pension Scheme. I undertake to promptly notify WWETB’s HR Dept in writing should this position change; **[Go to Q5]**
3. I **AM** in receipt of retirement benefits from an Irish Public Service Pension Scheme and I set out details of these retirement benefits in the table below: *(please use a separate page if you are in receipt of benefits from more than one Irish Public Service Pension Scheme)*
 |

|  |  |
| --- | --- |
| Name of Irish Public Service Pension Scheme that pay benefits |  |
| Current annual gross pension & Date of First Payment |  |
| Lump Sum & Date of Payment  |  |
| Contact details of Payroll Office for these benefits | **[Go to Q5]** |

|  |
| --- |
| **Section D. Verification of Other Pensionable Pay from employment with any other Irish Public Service Body**  |
| 1. I declare that:*(please mark one answer only)*
2. I am **NOT**, during the course of my employment with WWETB, expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify WWETB’s HR Department in writing should this position change;
3. I **WILL BE,** during the course of my employment with WWETB, in receipt of pensionable pay from another Irish Public Service Body. I set out details of this other pensionable pay in the table below: *(please use a separate page if you are in receipt of remuneration from more than one Irish Public Service Body).* ***If you have dual current public service employment fill in form ASC10***
 |

|  |  |
| --- | --- |
| Name of Public Service Body |  |
| Reason for payment |  |
| Gross Annual Amount of Payment |  |
| % of Full-time position |  |
| Contact details of Payroll Office for other Public Service employment |  |
| **Section F – Important Notes** |
| * WWETB reserves the right to seek clarifications or further information on any aspect of information submitted prior to finalising your appointment or the terms & conditions related to your appointment to ensure compliance with relevant legislation.
* If you were previously employed by an Irish Public Service Body or are in receipt of a pension from an Irish Public Service Body, you should note that WWETB may verify the accuracy of information provided with other Irish Public Service Bodies in accordance with **Section 50** of the *Public Service Pensions (Single Scheme and Other Provisions) Act 2012*.
* Failure to complete this form accurately and fully may result in WWETB not being able to progress your appointment or lead to delays in setting you up on the payroll system.
* Former Irish Public Service employees that are in receipt of or have an entitlement to a deferred or preserved benefit from an Irish Public Service Pension Scheme, should familiarise themselves with any personal implication this appointment may have on these existing entitlements or future entitlements from WWETB. For example, reduction in existing pensions in payment (abatement).
* **Please ensure that you complete this form fully as salary deductions and pension scheme benefits may otherwise be incorrectly calculated. Any clause contained in your Contract of Employment will be deemed to be invalidated in the event that materially incorrect information is provided to WWETB.**
 |
| 1. **Supporting Pension Documentation**

If you have completed Section 2 and were provided with pension documentation from your former public service employer, you are requested to provide a *copy* of this pension documentation when returning this form. This will assist us to resolve any queries with your prior employment(s) and any public service pension scheme membership.  |

|  |
| --- |
| **Section 3 - Acknowledgements and Declarations** |
| * Payment of wages: I hereby acknowledge that my salary will be paid into my bank account fortnightly / monthly depending on my contract type / job title / post, monthly in the case of wholetime salary and once a month (in arrears) in the case of part-time salary. Timesheets must be returned electronically each week, where applicable, and should not be held for hours to accrue. I accept that failure to comply with this may result in non-payment of salary. Your contract contains information on your pay frequency.
* I undertake to repay any payments lodged to my Bank Account to which I am not rightfully entitled.
* I acknowledge that it is my responsibility to provide the HR Department with evidence of previous Public Sector employment prior to 01 January 2011 to determine if New Entrant rates of pay apply in my case, and that payment at the appropriate New Entrant Rate of Pay will apply pending the submission of such evidence.
* I acknowledge that it is my responsibility to notify the HR Department of any changes to the above information.
* I declare that all information from me in relation to the above is both true and accurate and I accept that my employment may be terminated should the contrary prove to be the case.
* I understand the purpose for which my information will be used as outlined in the sections above.
* I declare that I have completed my Garda Vetting (satisfied the 100 point identification process and provided the Form of Undertaking & Statutory Declaration) in advance of commencing employment.
* I confirm that I am authorised to work in Ireland.
* WWETB 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 Body’s registration with the Data Protection Commissioner (DPC)– 14338/A. If the information you have provided is to be used for purposes other than outlined in the Body’s registration with the DPC, your permission will be sought.
* Failure to complete this form accurately and fully may result in WWETB not being able to progress your appointment or lead to delays in setting you up on the payroll system.
* Please ensure that you complete this form fully and with care as salary deductions and pension scheme benefits may otherwise be incorrectly calculated.  Any clause contained in your Contract of Employment will be deemed to be invalidated in the event that materially incorrect information is provided to WWETB.

**Declaration**By signing this document I understand that I am agreeing to all the terms above. I make this declaration in accordance with the requirements of **Section 51** of the*Public Service Pensions (Single Scheme and Other Provisions) Act 2012*.**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_**  |

**Checklist – Next steps**

Employee Set Up form – complete in full and sign on page 4 [ ]

Statement of Service (If applicable) email to HR Pay team Email: hr@wwetb.ie [ ]

**ASC 45 form** if you have worked previously in the public service in the current calendar year [ ]

Send the form to Finance Payroll Department: WWETB, Waterford Training Centre,

Waterford Industrial Park, Cork Road, Waterford, X91 PX02.

Email: Payrollenquiries@wwetb.ie

**ASC 10 form** if you have other current public service employment please send your form to the [ ]

Pensions Unit Email pensions@wwetb.ie

**Notional Service** - If you have been purchasing Notional service in your last employment you must contact the Pensioner Officer immediately to ensure that this is continued or ceased according to your Scheme Membership at the date of commencement of this post. Email: pensions@wwetb.ie [ ]