

SHORT TERM PAYMENT DEDUCTION SHEET

Short Term Payment & Deduction Sheet is to be Used for:

- Fees & Sessional Staff (they cannot be returned through TMW)
- Expert 2nd Opinion
- Assisted Admissions
- Control & Restraint Allowance
- PES (Planned Essential Services for PHNs/Community RGNs)
- Theatre Nurses Payment – Standby & Call Outs & Co-Ordinator Allowance
- Theatre Nurses On Call - Hospitals
- Med Lab Scientists Payment
- Physiotherapy Hospitals
- Radiographers On Site On Call Hospitals
- Radiographers Standby On Call Hospitals
- Consultants Call Out/OT
- Maintenance Call Outs
- Organ Donation Call Out Payments
- Eve Holdings Overtime Payments
- Ad Hoc Payments that cannot be returned through Time Manger's Workplace

SHORT TERM PAYMENT DEDUCTION SHEET

- STPDS requires 2 signatures
- STPDS must be submitted in line with the Payroll Schedule

STPDS must include the following:

- Payroll area
- Enter the Org unit
- Enter the end date of the pay period
- Enter the Employee's Personnel/SAP No. All East employee staff numbers begin with digits 30xxxxxx
- Enter the Employee name
- Enter the description of the payment
- Enter the from and to dates for payment.
- Enter the appropriate wage type
- Enter Unit/Hrs/amount whichever is appropriate to the wage code.
- The sheet should be signed and dated by the person who completed the sheet and also the person who signed off on the sheet.
- The sheet should then be returned in soft copy by email to HBS Payroll, Merchants Quay for processing **eaststpds (eaststpds@hse.ie)**
- The sheet must be returned in time to meet the deadlines as outlined in the Payroll Schedule.
- The Payroll officer will then sign and date the sheet and file accordingly.

IF THE STPDS IS INCORRECT OR INCOMPLETE IT WILL BE RETURNED TO THE TRO AND CAUSE PAYMENT DELAYS