

PAYROLL NOTIFICATION

ILLNESS BENEFIT - CLASS A EMPLOYEES

OCCUPATIONAL INJURY BENEFIT - CLASS A & D EMPLOYEES

The Department of Social Protection (DSP) has advised, from 1 January 2018, it will cease issuing Illness and Occupational Injury Benefit notifications to employers.

All HSE employees are required, from the 1 January 2018, to provide notification to the HSE, of the amount of Illness Benefit/Occupational Injury Benefit they are eligible to receive from DSP during periods of medically certified absences. DSP have advised that this information is available online to recipients or directly from its Store St. Dublin 1 office.

Illness Benefit/Injury Benefit Address & Enquiries Section at the following contact details:

Áras Mhic Dhiarmada, Store Street, Dublin 1

Telephone: (01) 704 3300

LoCall: 1890 928 400

If calling from outside the Republic of Ireland please call +353 1 704 3300

Email: IllnessBenefit@welfare.ie

Or

Department of Social Protection website: Log on to www.welfare.ie or www.mywelfare.ie

QUALIFYING EMPLOYEES : Please provide the following information and return this form directly to your local Payroll office as soon as possible to ensure your payroll is processed correctly and to avoid payroll overpayments and underpayments – your line manager will provide the relevant payroll contact details. Please note that you are required to submit a copy of your **DSP Notification Statement** upon receipt of same and this document will be used to verify the amount of DSP benefit which should be deducted from your salary. This statement can be requested online (see further information below). Statements of all payments issued by the Department can also be requested on MyWelfare.ie for users who have a verified MyGovID. This is an automatic service which issues a printable response immediately to the user's account. Payroll contact details are listed below.

The following information must be provided by:-

- **Employees on Class A PRSI in receipt of Illness Benefit and**
- **Employees on Class A and Class D in receipt of Occupational Injury Benefit**

Payroll Group/Area: _____ Personnel No: _____ Name: _____

Work Location/County: _____

Type of benefit claimed (*please circle as appropriate*): Illness Benefit Occupational Injury Benefit

Date illness commenced: _____

Date claim commenced: _____

Total amount of Benefit payable per week: _____

Payment Breakdown:	Number of Dependants	Value of Benefit
Personal:	_____	€ _____
Adult Dependand:	_____	€ _____
Child Dependand:	_____	€ _____

Employee Signature _____ Date _____

Please return this form to your local Payroll office without delay to facilitate payroll calculations in a timely manner and to avoid salary over/underpayments and/or adjustments insofar as is reasonably practicable. The information required on the form can be provided by telephone or email to local payroll where it is not possible to return the form. In addition, please submit a copy of the DSP Notification Statement when it is received so that the amount of benefit payable can be verified and balanced. Information on requesting the DSP Statement is outlined below including for those who have a verified MyGovID account.

Payroll Departments in HBS Finance – Payroll Services

HSE Area	Counties	Phone Number	Payroll Department Address	Email Address
Eastern Region	Dublin, Kildare and Wicklow	01 8817150	20-23 Merchant's Quay, Dublin 8. D08 DXW6	payroll.east@hse.ie
South East	Carlow, Kilkenny, Tipperary South, Waterford and Wexford	056 7784268	Lacken, Dublin Road, Kilkenny. R95 NV08	payroll.southeast@hse.ie
South-West	Cork and Kerry	021 4923659	Áras Sláinte, Wilton Rd, Cork. T12 XRR0	payroll.south@hse.ie
West	Galway, Mayo and Roscommon	091 775925	Merlin Park Hospital, Galway. H91 N973	payroll.west@hse.ie
North-West	Donegal, Sligo and Leitrim	071 - 9835213/ 9820413	Manorhamilton, Co. Leitrim. F91 AP57	payroll.northwest@hse.ie

Mid-West	Clare, Limerick and North Tipperary	061 483312	Pery St., Limerick. V94 AY27	payroll.midwest@hse.ie
North-East	Louth, Monaghan, Meath and Cavan	046 9251200	Bective Street, Kells, Co. Meath. A82 NX32	payroll.northeast@hse.ie
Midlands	Laois, Offaly, Longford, Westmeath	057 9357537	Unit 2, IDA Bus. & Tech. Park, Srah, Tullamore, Co. Offaly. R35 W5W7	payroll.midlands@hse.ie
Portiuncula Hospital	Portiuncula Hospital	090 9648337	Ballinasloe, Co. Galway. H53 T971	payroll.puh@hse.ie

DSP STATEMENTS FOR PAYROLL NOTIFICATION

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The DSP information below will assist employees to obtain Statements from DSP on payments received which should be forwarded to Payroll for verification purposes.

All employees in receipt of Illness Benefit may request an Illness Benefit statement on-line. An online statement request facility is not available for Injury Benefit but requests for these statements can be made via email to IllnessBenefit@welfare.ie. Injury Benefit statements can also be requested direct from the Injury Benefit section (contact details above)

Statements of all payments issued by the DSP can also be requested on MyWelfare.ie for users who have a verified MyGovID. This is an automatic service which issues a printable response immediately to the user's account.