

Employee Transfer Form – HR 3

This form is to be completed in all cases when an Employee is moving from one location to another within the HSE.

Sections 1 – 9 to be Completed by the Employee														
Section 1 – Employee Details										Personnel Number				
Title	Last Name				First Name				Known As					
Maiden Name				Initials		Nationality								
HSE Start Date				Current Appointment Start Date										
HSE email address: _____ @hse.ie								Computer Login Name: _____						
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>				Date of Birth										
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Co-Habiting <input type="checkbox"/>														
Relevant Certificate/s attached: Yes <input type="checkbox"/> No <input type="checkbox"/>				PRSI Class		PPSN								
Section 2 – Home Address														
Street Address														
Town/City														
County				Post Code				Country						
Home Phone No.				Mobile Phone No.										
Section 3 – Address for Correspondence [if different from above]														
Street Address														
Town/City														
County				Post Code				Country						
Home Phone No.				Mobile Phone No.										
Email address for correspondence/ online payslip _____														
Section 4 – Next of Kin [Emergency Contact Details]														
Surname				First Name				Relationship to you						
Street Address						Town/City								
County				Post Code				Country						
Phone Number				Mobile Phone Number										

Employee Name _____ PPS No. _____

Section 5 – Bank Details

Bank Name										Bank Address									
Bank Identifier Code (BIC)																			
International Bank Account Number (IBAN)																			
Payee Name																			

Section 6 – Professional Registration

Note: only applies to Medical & Dental, Health & Social Care Professionals & Nursing. If this section does not apply to you go to section 7. If you have multiple registrations please complete Appendix 1.

Name on Registration										Issued by									
Professional Registration/Membership Number																			

Section 7 – Qualification Details

													Official Use Only								
Name of Qualification				Date From				Proficiency / Grade Awarded					Qualification Code [if applicable]				Validated				
																				Yes <input type="checkbox"/>	No <input type="checkbox"/>
																				Yes <input type="checkbox"/>	No <input type="checkbox"/>
																				Yes <input type="checkbox"/>	No <input type="checkbox"/>
																				Yes <input type="checkbox"/>	No <input type="checkbox"/>
																				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 8 – Irish Language Proficiency

Oral Irish													Validated							
Native <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/> Beginner/Novice <input type="checkbox"/> None <input type="checkbox"/> Unknown / Untested <input type="checkbox"/>													Yes <input type="checkbox"/> No <input type="checkbox"/>							
Written Irish													Validated							
Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None <input type="checkbox"/> Unknown / Untested <input type="checkbox"/>													Yes <input type="checkbox"/> No <input type="checkbox"/>							

Section 9 – Employee Declaration

I declare that the above information is accurate and correct on the date indicated below. I undertake to notify my employer of any changes to this information by completing and submitting the appropriate form.

Signature										Date									

Employee Name _____ PPS No. _____

Sections 10 – 16 to be completed by Line Manager / Human Resources in Current Location

Section 10 - Transfer Details

Current Work Location	Last Date in Current Location																		
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New Work Location	Start Date in New Location																		
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Employed as (Grade)	Contracted hours																		
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Transferring from :

HSE South <input type="checkbox"/>	HSE West <input type="checkbox"/>	HSE North East <input type="checkbox"/>	HSE DML – South West <input type="checkbox"/>
HSE South East <input type="checkbox"/>	HSE North West <input type="checkbox"/>	HSE Northern Area <input type="checkbox"/>	HSE DML – Midlands <input type="checkbox"/>
HSE Shared Services <input type="checkbox"/>	HSE Mid West <input type="checkbox"/>	HSE Corporate <input type="checkbox"/>	HSE DML – East Coast <input type="checkbox"/>

Transferring to :

HSE South <input type="checkbox"/>	HSE West <input type="checkbox"/>	HSE North East <input type="checkbox"/>	HSE DML – South West <input type="checkbox"/>
HSE South East <input type="checkbox"/>	HSE North West <input type="checkbox"/>	HSE Northern Area <input type="checkbox"/>	HSE DML – Midlands <input type="checkbox"/>
HSE Shared Services <input type="checkbox"/>	HSE Mid West <input type="checkbox"/>	HSE Corporate <input type="checkbox"/>	HSE DML – East Coast <input type="checkbox"/>

Section 11 - Objects on Loan (if Applicable)

Please list HSE property items on loan below. [eg Laptop, Mobile Phone, Keys, travel pass etc.]

Item	Employee Initials	Line Managers Initials	Date of Return																

Have Items on loan been recovered Yes No

If no, please ensure that items are recovered before the employee departs.

Section 12 - Leave Details

Leave Due to the Employee	Leave Entitlement (Hours)	Leave Taken (Hours)	Hours Due																
Annual Leave (Confirmed)																			
Public Holidays (Confirmed)																			
Parental Leave (Confirmed)																			
Sick Leave taken in last 4 years	Leave taken (days/hours):																		
Sick Leave Record attached	Yes <input type="checkbox"/> No <input type="checkbox"/>																		
Career Break taken (Confirmed)	Dates From																		
Force Majeure Leave taken (Confirmed)	Leave taken (days):																		

Section 13 - Travel and Subsistence Claim Information

Car CC:	Date of last claim																		
Rate being paid	Miles to Date	Documents provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>															

Employee Name _____ PPS No. _____

Section 14 – Recovery of monies owed by employee

Note: Please ensure that you notify payroll of any monies owing from the employee

Leave owed by employee	Leave entitlement (Hours)	Leave Taken (Hours)	Leave overtaken (Hours)
Annual Leave (Confirmed)			
Public Holidays (Confirmed)			
Does Employee owe monies for Payroll Rationalisation / Technical Adjustment?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Has Payroll detail been updated to take account of Technical Adjustment recovery?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Does employee owe monies to HSE under Free Fees Initiative (FFI) Funding?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Has interim payment been ceased?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is employee availing of the Cycle to Work Scheme?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is employee availing of a Commuter Ticket?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is employee repaying an overpayment?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Is employee forfeiting annual leave re HRA via payroll deduction?			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Section 15 – Pension Details

Is this employee eligible for membership of a superannuation scheme Yes No

Superannuation Classification to be completed in all cases New Entrant Non New Entrant SPSPS

NON NEW ENTRANT	Officer				Non-officer	
	PRSI Class A		PRSI Class D			
1956 Scheme	<input type="checkbox"/>	120	<input type="checkbox"/>	120	<input type="checkbox"/>	200
1977 (Revision Scheme) – Main Scheme	<input type="checkbox"/>	160	<input type="checkbox"/>	140	<input type="checkbox"/>	220
Spouses' & Children's	<input type="checkbox"/>	320	<input type="checkbox"/>	320	<input type="checkbox"/>	420
Widows' & Orphans'	N/A		<input type="checkbox"/>	300	<input type="checkbox"/>	400
NEW ENTRANT			Officer / Non-officer			
HSE Employee Superannuation Scheme - Main Scheme			<input type="checkbox"/>			165
Spouses' & Children's			<input type="checkbox"/>			325
Public Service Pensions [Single Scheme]			<input type="checkbox"/>			170

Section 16 – Line Manager's Declaration

1. I confirm that I have notified payroll in relation to the recovery of monies as outlined above

2. I declare that the above information is accurate and correct

Signature	Date										
Name	Grade										
Contact Number	Email address										

Employee Name _____ PPS No. _____

Section 17 – 19 to be completed by the Payroll Manager in Current Location

Section 17 Pay Details

Annual Salary	Level (point on scale)	Amount
Next increment due		Payslip distribution Internal <input type="checkbox"/> External <input type="checkbox"/> Online <input type="checkbox"/>
Payment Frequency	Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> 4 Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	

Section 18 – Payroll Deductions

VHI Membership No.:	Annual Amount:
Trade Union:	Period Amount or %:
AVCS:	Amount or %:

Please detail all other voluntary deductions and attach mandates or declarations

Section 19 – P45 & Certificate of tax cut off and PRD45

P45/Certificate of Tax cut off / PRD45 forwarded to appropriate Payroll Department	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Section 20 - Payroll Managers Declaration

I declare that the above information is accurate and correct

Signature:	Date								
Contact Tel No:	Email address:								

Employee Name _____ PPS No. _____

Section 21 – 26 to be completed by Line Manager / Human Resources in NEW Location

Section 21 - New Appointment Details

Employed As [Grade]					Position Number														
Org Unit No					Org Unit Name														
Cost Centre					Care Group					Personnel Area									
Work Address																			
Employee Group		Permanent <input type="checkbox"/>			Temporary <input type="checkbox"/>			Officer <input type="checkbox"/>			Non-Officer <input type="checkbox"/>								
Employee Sub Group		Wholetime <input type="checkbox"/>		Part-time <input type="checkbox"/>		Casual <input type="checkbox"/>		Fees/ Sessions <input type="checkbox"/>		Job Share <input type="checkbox"/>		Flexible Working <input type="checkbox"/>							
Reason for Transfer		National Transfer <input type="checkbox"/>			Local Transfer <input type="checkbox"/>			Redeployment <input type="checkbox"/>											
Replaced Employee Details		Name					Position Number												
							Personnel Number												

Section 22 – Contract

Contract Type		Indefinite Duration <input type="checkbox"/>		Indefinite Duration Std T&C's <input type="checkbox"/>		Fixed Term <input type="checkbox"/>		Specified Purpose <input type="checkbox"/>		Specified Purpose Std T&C's <input type="checkbox"/>									
Consultant Contract Type		Type A <input type="checkbox"/>			Type B <input type="checkbox"/>			Type C <input type="checkbox"/>											
Expiry Date of Temporary contract [if applicable]								Probation to be served		Yes <input type="checkbox"/>		No <input type="checkbox"/>							
1 st probationary review date								2 nd probationary review date											

Section 23 – Allowances

Allowance	Amount / Unit	Wage Type / Pay code Official Use Only
1		
2		

Section 24 – Work Pattern

Note: If an employee works a Monday to Friday roster they are classified as 5/5. These employees will never be paid Saturday allowance, Sunday premiums or Public Holiday premiums. Alternatively if an employee may work on a Saturday or Sunday they are classified as 5/7 – this will allow them be paid the relevant allowance and premium payments.

Standard Full Time Hours for this grade		Contract Hours [use decimals]		Working Week		Mon – Fri 5 / 5 <input type="checkbox"/>		Mon – Sun 5 / 7 <input type="checkbox"/>					
Work Schedule Rule [if employee is casual enter HRPD]					Start week of rotational roster								

Section 25 – Pay Details

Annual Salary					Level [Point on Scale]					Amount						
Next increment due								Payslip distribution		Internal <input type="checkbox"/>		External <input type="checkbox"/>		Online <input type="checkbox"/>		
Payment Frequency		Weekly <input type="checkbox"/>			Fortnightly <input type="checkbox"/>			4 Weekly <input type="checkbox"/>			Monthly <input type="checkbox"/>					

Section 26 Line Manager Declaration

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

Signature					Date													
Name					Grade					Email								
Contact Number					Decision Number (if applicable)													