

# Secondment In/External

ESS\_MSS 562

## For ESS/MSS Purposes Only

This form is to be used to set up External Managers on SAP for ESS/MSS approval ONLY.

Please complete On Line, Print off, Sign and Scan to npr.hbs@hse.ie

Start Date	D	D	M	M	Y	Y	Y	Y
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### 1. Personal Information

Title Mr  Mrs  Ms  Dr  Prof.

Surname First Name

Known as Initials

Street Address

Town/City County

Eircode Country

Phone No Mobile Phone No

#### Email address for ESS/MSS purposes\* (Mandatory)

Former Name Nationality

Gender Male  Female

Date of Birth

D	D	M	M	Y	Y	Y	Y
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Civil Status Single  Married  Civil Partnership  Widowed  Divorced  Separated  Co-Habiting

PPS Number

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### 2. Declaration

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

Signature Date

D	D	M	M	Y	Y	Y	Y
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### Section 3 - 4 should be completed by Hiring Manager/Delegated Officer

### 3. Appointment Details – Please select reason for Appointment

Employee Group: 5 - External Employee Sub Group: 62 - Manager Self Service

Payroll Area: 99 (Non Payroll Relevant) Contract: External

Position Number Position Name

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Personnel Area Org Unit No.

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### 4. Hiring Manager/Delegated Officer Declaration

I declare that the above information is accurate and correct. I confirm that the above employee commenced employment on the date stated above and approve set up for ESS/MSS.

Signature Date

D	D	M	M	Y	Y	Y	Y
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Name (Print) Grade

Contact Tel No Decision Number (if applicable)

E-Mail Address