



Employee Set up form HR 101(C-19)

This form is to used to hire or rehire employees on SAP HR. Failure to fully complete the form will result in delays to salary payments.
Please complete in block capitals & place a tick in the appropriate boxes

Hire <input type="checkbox"/> Re-hire <input type="checkbox"/>	Temporary <input type="checkbox"/>
Personnel Number If a Re-hire	Start Date

Section 1 - 2 should be completed by Employee/Payee

1. Personal Information

Surname	First Name
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Street Address

Email address for online payslip purposes

Date Of Birth

PPS Number

2. Bank Details

Bank Name	Bank Address	
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Sort Code	Account No	
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Payee Name

Bank Identifier Code (BIC)

SEPA Bank Account No (IBAN)

3.Appointment Details

Grade	Org Unit No.
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Position Number	Position Name
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Personnel Area	Cost Centre
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Employee Group Temporary <input type="checkbox"/>	Location Code
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Employee Sub Group	Wholetime <input type="checkbox"/>	Part-time <input type="checkbox"/>	Casual <input type="checkbox"/>
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4. Contract Type – [please attach signed contract]

Specified Purpose Std T&C's 06/2014

Expiry date of Temporary Contract

5. Work Pattern

Wholetime Standard hours for this grade	Contract Hours for EE (use decimals)	
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Working Week Mon – Fri 5/5 Mon – Sun 5 / 7 Work Rule Schedule (if casual enter HRPD)

Note: Employee works a Monday to Friday roster they are classified as 5/5 & will not receive Sat allowance or Sunday/BH premium. Alternatively if an employee works on Saturday or Sunday they are classified as 5/7 & will be paid the relevant allowances & premium.

6. Pay Details										
Annual Salary €			Level (Point of Scale)			Grade Code				
Allowance Please ensure that supporting documentation is attached		Amount/Unit			Wage Type/Pay Code <i>Official Use Only</i>					
1										
2										
7. Pension Details										
Superannuation classification to be completed in all cases Non New Entrant <input type="checkbox"/> New HSE Entrant <input type="checkbox"/> SPSPS <input type="checkbox"/>										
PRSI Class (as per P60) :										
Please indicate the relevant superannuation scheme	Officer				Non Officer					
	PRSI Class A		PRSI Class D							
1956 Scheme	120	<input type="checkbox"/>	120	<input type="checkbox"/>	200	<input type="checkbox"/>				
1977[Revision Scheme] – Main Scheme	160	<input type="checkbox"/>	140	<input type="checkbox"/>	220	<input type="checkbox"/>				
Spouses' & Children's	320	<input type="checkbox"/>	320	<input type="checkbox"/>	420	<input type="checkbox"/>				
Widows' & Orphan's		N/A	300	<input type="checkbox"/>	400	<input type="checkbox"/>				
HSE Employee Superannuation Scheme – Main Scheme (Officer & Non Officers)					165	<input type="checkbox"/>				
Spouses' & Children's					325	<input type="checkbox"/>				
Public Service Pensions [Single Scheme]					170	<input type="checkbox"/>				
8 (a) HBS Recruit Signature				Date						
8 (b) 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 on the appropriate HR/payroll system.										
Signature				Date						
Name (Print)				Grade						
Contact Tel No				Decision Number (if applicable)						
E-Mail Address										