

Non-IRL External Examiners/Assessors Full Setup and Claims Process

(where work is completed, in full or in part, on site at TU Dublin)

Correct as of September 2025 - Subject to change as per Revenue guidelines/instructions

IMPORTANT NOTE: If you are certain that your work will be carried out entirely remotely, abroad, you do not need to apply for a PPSN. Complete the P8 form and specify clearly on it that none of the work was carried out in person, in Ireland.

Upon receipt of confirmation of approval of your appointment from TU Dublin, create a Department of Social Protection [MyGovID](#) account and apply for a Personal Public Services Number [PPSN](#).

Evidence of your:

Address

Identity and

Reason for PPSN requirement will be needed.

Also, a [questionnaire](#) [RM2] is to be filled in to complete the application.

Also, if appropriate, a signed [consent form](#) is needed, if the PPS Number is to be given to a third party representative, for example, a solicitor or accountant.



Upon receipt of your PPSN from the Department of Social Protection, register with Revenue [myAccount](#), to apply for credits/allowances. This will determine the rate of tax to be deducted by TU Dublin.

PPSN, Date of birth, phone number and email and home address will be required here.



Once you have confirmed your acceptance of the role, and when prompted by email from payroll@tudublin.ie, complete the online Payroll setup process for TU Dublin.

You will be asked for proof of your PPSN, along with ID, contact details and SEPA bank account details (including IBAN), to complete your Payroll setup.



You will receive your TU Dublin payroll ID.



Once your PPSN is known, TU Dublin will request and receive instructions from Revenue, regarding appropriate tax deductions applicable to you.



Once your work has concluded (including any reports), complete your fee and expenses claim on a [P8 Form](#) (including payroll ID and attaching receipts where applicable), and send to the School Office (External Examiners) or Academic Affairs (External Assessors) for online submission for processing.

If your work was carried out entirely remotely, abroad, please specify this clearly on your P8 Form.



Payroll will process claims