

Step by Step guide - Hourly Paid Staff On-line Appointment Form

The new on-line appointment form for hourly paid staff has replaced the paper/pdf format with effect from Tuesday, 3rd August 2021. The on-line form was introduced to streamline the appointment process, reduce paper and improve efficiency and accuracy. The form is applicable for appointments to the following posts: HPALs, Demonstrators, Tutor/Senior Demonstrators, Sports Appointments and Life Models.

The new form has three parts:

1. To be completed by the Appointee [2023/2024 HOURLY PAID PART-TIME APPOINTMENT FORM \(office.com\)](#)
2. To be completed by the School/Function Administrator [2023/24 Hourly Paid Staff Appointment Form \(office.com\)](#)
3. Approval process

PART ONE

The offer letter from the School/Function to the Appointee should include a link to the on-line appointment form. The Appointee is asked to complete the form and submit the accompanying documentation (listed below) to the School/Function Administrator.

Figure 1 provides a screenshot of the on-line appointment form for the 2023/24 academic year. Most of the fields are mandatory thus ensuring the information required is submitted.

Figure 1. Screenshot on-line appointment form



2023/2024 HOURLY PAID PART-TIME APPOINTMENT FORM

To be completed by appointee. Queries should be directed to the School/Function Administrator

* Required

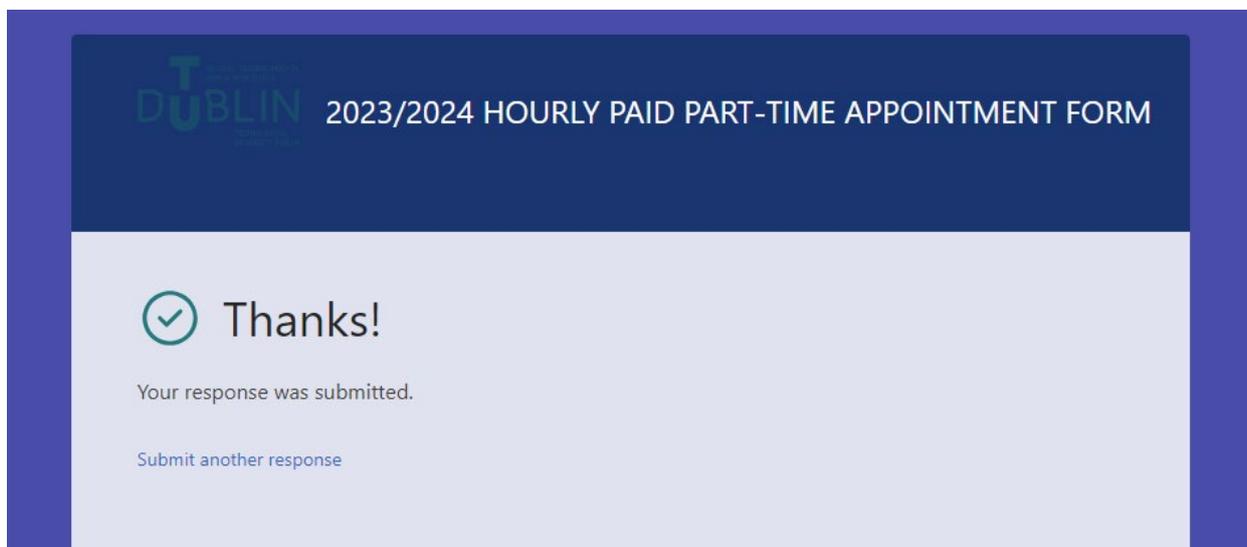
1. Forename *

Enter your answer

The following information is sought from the appointee:

- Forename
- Surname
- Address
- Date of birth
- PPS number. A copy of copy of social welfare card, social welfare documentation or recent correspondence from Revenue must be forwarded to the School/Function Administrator for the first appointment only.
- Nationality
- Eligibility to work in Ireland e.g. EEA/EU citizen or Common Travel Area i.e. UK. If not, details of work permit are required and must be forwarded to the School/Function Administrator.
- Previously employed by TU Dublin. If yes, the appointee is asked for their staff number.
- Bank Account details. If this is the appointee's first appointment to TU Dublin they are required to submit their details. If it is their second or subsequent appointment, they can type 'no change' unless their details have changed. In this case they can update their bank account details. The information provided here is only accessed by HR.
- Has the appointee employment outside of TU Dublin? If yes, they are required to complete the Double Employment Form which seeks details in respect of their other employment. This is to ensure compliance with the Working Time Act. The completed form must be forwarded to the School/Function Administrator.
- The appointee must read and sign the Safeguarding and Protection of Children, Young Persons and Vulnerable Adults policy. The signed copy should be forwarded to the School Administrator.
- School Administrator's name to be completed
- School Administrator's email address inserted. Many Schools have a generic email address for their School and this can be inserted in lieu of the Administrator's name. It is essential that the email address inserted is accurate and is actioned.
- The Appointee confirms that the information provided is accurate
- Once they press the 'Submit' button, the Appointee receives the following response, see figure 2:

Figure 2. Response Appointee receives after completing the appointment form



After completing the on-line form, the Appointee, depending on whether this is their first or second appointment, must email the following documentation to the School/Function Administrator:

1ST APPOINTMENT

1. Proof of PPS Number e.g. copy of social welfare card, social welfare documentation or recent correspondence from Revenue (*Please note without proof of PPS number payments will be subject to the higher rate of tax – currently 40%*)
2. Completed the Double Employment Form
3. Safeguarding and Protection of Children, Young Persons and Vulnerable Adults Policy
4. Proof of Date of Birth e.g. copy of passport or driving license
5. Copies of transcripts showing 1st or 2nd class honours degree or equivalent
6. Curriculum Vitae
7. Documentary evidence of appointee's previous Public Service experience prior to 1st January 2011 in the same or an analogous grade, role or position (*in the absence of this, appointments will be made at revised rate of pay announced in Budget 2011, where appropriate*)
8. Garda Vetting (*where applicable*)
9. Copy of current in-date Garda National Immigration Bureau card (GNIB card) (*where applicable*)

2ND OR SUBSEQUENT APPOINTMENT

1. Completed the Double Employment Form
2. Completed Safeguarding and Protection of Children, Young Persons and Vulnerable Adults Policy Acceptance Form
3. Garda Vetting (*where applicable*)
4. Copy of current in-date Garda National Immigration Bureau card (GNIB card) (*where applicable*)

PART TWO

The Administrator receives an email advising the Appointee has completed the on-line form. This email also provides a link to the form for completion by the Administrator. Figure 3 is a screen shot of the Administrator's form for completion.

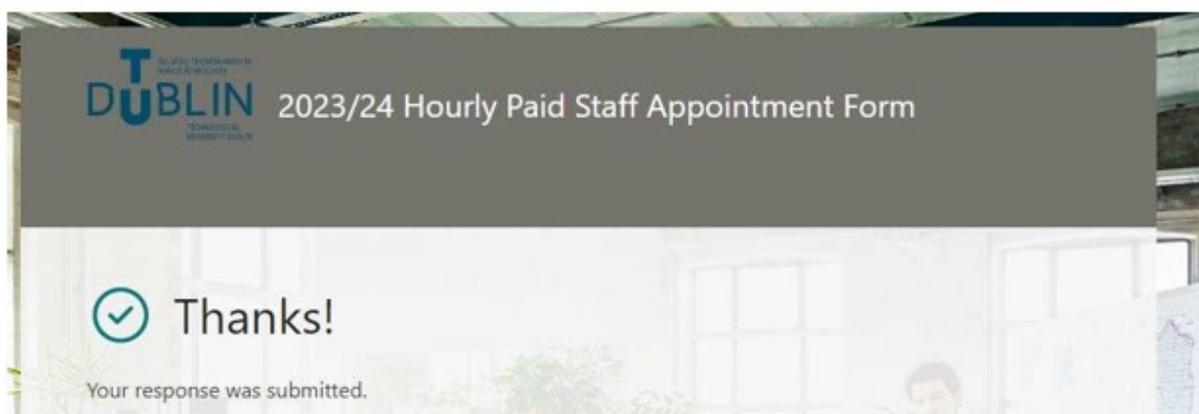
Figure 3. On-line form for completion by Administrator

The School/Function Administrator will be required to complete the following fields:



- Your name
- Appointee name
- Post Title – please choose the appropriate appointment form from the dropdown menu
- Is Garda Vetting required for this post? If you respond “yes”, you will be asked if the process has commenced. Garda Vetting is required for 4 areas only;
 - Conservatoire
 - Optometry
 - Sports
 - ACE
- Start date – this informs the appointment letter, contract of employment and Core HR and Core Pay
- Name of Faculty/Directorate – choose from the dropdown list
- Name of School/Function – choose from the dropdown list
- Is this the Host School? If no, please advise what is the host school. Please refer to the HPAL policy for further details pertaining to the host school
- Cost Centre
- Module being taught – this is not a mandatory field
- Campus location
- Will the Appointee work on Apprenticeship programmes – if yes, there is an option to include the hours for each term in addition to the semester hours
- Number of hours per semester – 3 options provided, semesters 1 and 2 are mandatory fields. If you only know the hours for one of the semesters, please type 0 for the unknown semester.
- Objective Grounds – please choose from the dropdown list. Depending on which option you choose you may be required to provide additional information relating to the appointment e.g. the HRC reference or the name of the person the appointee is replacing.
- You will now be asked to complete contact names and email addresses for the Faculty /Function Manager, Head of School and Dean/Director. All three of these must approve the appointment before it comes through to HR for actioning.
- You will also be asked to upload the documentation required to progress the application depending on whether this is the first or subsequent appointment e.g. proof of PPSN, Double Employment Form, CV, etc. In order for the Approver to ensure the documentation is correct, please include the file name where the documents are saved on your local drive.

Figure 4 provides confirmation when you press the Submit button and confirmation the appointment form has been progressed for approval.



PART THREE

- Once the documentation has been verified and the information confirmed, the three approvers must “submit” the application form. The information will be submitted to HR.
- When received by HR the appointment letter and contract of employment will be issued. The appointee will be set up on Core HR.

Additional Notes:

- The same process applies for recommencements.
- HPALs with CID contracts do not need to follow this process as they are already in receipt of a contract of employment and are set up on Core. Only if they are allocated additional hours to those of their CID contract will completion of this form be necessary.

Contact details:

Queries may be sent to HPAL.City@TUDublin.ie

Useful link:

<https://www.tudublin.ie/for-staff/human-resources/leave--benefits/hourly-paid-staff/>