



Employee Set up form HR 101

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"/>				Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>			
Personnel Number				Start Date			

Section 1 - 7 should be completed by Employee/Payee

1. Personal Information

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Dr <input type="checkbox"/>	Sr. <input type="checkbox"/>	Rev. <input type="checkbox"/>	Fr. <input type="checkbox"/>	Prof. <input type="checkbox"/>
Surname				First Name					
Known as				Initials					
Street Address									
Town/City				County					
Eircode				Country					
Phone No				Mobile Phone No					
Email address for online payslip purposes									
Former Name				Nationality					
Gender				Male <input type="checkbox"/>		Female <input type="checkbox"/>		Date of Birth	
Civil 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"/>		PPS Number					

2. Next of Kin (Emergency Contact Details)

Surname			First Name			Relationship to you			
Street Address									
Town/City				County					
Eircode			Country			Mobile Phone No			

3. Employment History

Note: Please ensure P45 / Certificate of Tax Cut Off / PRD45 are forwarded to the appropriate payroll department

Are you currently directly employed by HSE/Public Service		Yes <input type="checkbox"/>		If currently employed by HSE please provide details of your personnel number below					
		No <input type="checkbox"/>							

Were you previously employed by HSE / Health Board / Voluntary Hospital / National Hospital/ Public Service Employer?
 Yes No If No please go to section 4

If previously employed by HSE / Health Board / Voluntary Hospital / National Hospital/ Public Service Employer please provide the following details. (Note: if you have had multiple assignments with these employers please provide details of your latest employment)

Name of Employer		Last Day of service							
Grade		Personnel Number							

Are you in receipt of a pension under the Local Government Superannuation Scheme or HSE Superannuation Scheme? Yes No

If **Yes** please provide information requested below

Name of Authority/ Employer		Start Date of Payment							
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4. Qualification Details

													Official use only				
Name of Qualification	Date from						Proficiency/ Grade awarded	Qualification Code (if applicable)					Validated <i>Please (✓) tick one</i>				
														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"/>			

Irish Language Proficiency

Oral Irish Validated - Yes No Written Irish Validated - Yes No

5. Professional Registration

Note: only applies to Medical & Dental, Health & Social Care Professionals & Nursing. If this section does not apply to you go to Section 6. If you have multiple registrations please complete Appendix 1 below.

Name on Registration							Registration Body						
Date of Issue							Expiry Date						
Professional Registration/Membership Number													
Application Status (Medical Council)	Trainee Division <input type="checkbox"/>	Specialist Division <input type="checkbox"/>	Internship Division <input type="checkbox"/>	Division	Specialist Division <input type="checkbox"/>	Division	General Division <input type="checkbox"/>	Supervised Division <input type="checkbox"/>	Visiting EEA Practitioners Division <input type="checkbox"/>				

6. Bank Details

Bank Name							Bank Address						
Sort Code				Account No									
Payee Name													
Bank Identifier Code (BIC)													
SEPA Bank Account No (IBAN)													

7. Employee Declaration

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

Signature							Date						
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Appendix 1 Multiple Registrations

Name on Registration							Registration Body						
Date of Issue							Expiry Date						
Professional Registration/Membership Number													
Name on Registration							Registration Body						
Date of Issue							Expiry Date						
Professional Registration/Membership Number													

Section 8 - 15 should be completed by HBS Recruitment/Hiring Manager/Line Manager

8. Appointment Details – Please select reason for Appointment

Fill Existing Vacancy <input type="checkbox"/>	Sick Leave Relief <input type="checkbox"/>	Redeployment <input type="checkbox"/>
Fill New Vacancy <input type="checkbox"/>	Urgent Service Needs(Special) <input type="checkbox"/>	SJH Hire Pension Purposes Only <input type="checkbox"/>
Special Project <input type="checkbox"/>	Locum On-Call Relief <input type="checkbox"/>	Agency Subsumed into HSE <input type="checkbox"/>
Student Training Post <input type="checkbox"/>	Locum Relief <input type="checkbox"/>	Temp Appointment from other HSE area <input type="checkbox"/> N.B. Use HR3 Form
Agency Staff Converted to EE <input type="checkbox"/>	Maternity Leave Relief <input type="checkbox"/>	Retiree <input type="checkbox"/>

Replaced Employee Personnel No.									
Grade		Org Unit No.							
Position Number						Position Name			
Personnel Area						Cost Centre			
Employee Group Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	Officer <input type="checkbox"/> Non Officer <input type="checkbox"/> External <input type="checkbox"/>								
Employee Sub Group	Wholetime <input type="checkbox"/>	Part-time <input type="checkbox"/>	Casual <input type="checkbox"/>	Fees/ Sessions <input type="checkbox"/>					

9. Contract Type – [please attach signed contract]

Indefinite Duration <input type="checkbox"/>	Indefinite Duration Std T&C's 06/2014 <input type="checkbox"/>	Fixed Term <input type="checkbox"/>	Fixed Term Std T&C's 06/2014 <input type="checkbox"/>	Specified Purpose <input type="checkbox"/>	Specified Purpose Std T&C's 06/2014 <input type="checkbox"/>
Indefinite Duration Std T&C's <input type="checkbox"/>	Fixed Term Std T&C's <input type="checkbox"/>		Specified Purpose Std T&C's <input type="checkbox"/>		
Consultant Contract type	A <input type="checkbox"/>	B <input type="checkbox"/>	B* <input type="checkbox"/>	C <input type="checkbox"/>	Other <input type="checkbox"/>
Expiry date of Temporary Contract	Probation period to be served			Yes <input type="checkbox"/> No <input type="checkbox"/>	
1st probationary Review date	2 nd probationary review date				

10. Service year date (for annual leave purposes)

Note: Certain grades are entitled to incremental increases to the annual leave entitlement based on length of service in the grade. Please complete the following section so that the correct entitlement may be established.

Is the employee entitled to incremental increases to annual leave, based on length of service? Yes No

Nursing Grades Only

If yes please enter the number of years, months and days of previous service. Note: Please include all previous service in publicly funded health services in Ireland and relevant nursing experience abroad	Years	Months	Days
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Other Grades

If yes please enter the number of years, months and days of relevant service at this grade. Note: Please include service if the employee was acting up continuously in the same grade immediately prior to start date	Years	Months	Days
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11. Work Pattern

Wholetime Standard hours for this grade	Contract Hours for EE (use decimals)
Working Week Mon – Fri 5/5 <input type="checkbox"/> Mon – Sun 5 / 7 <input type="checkbox"/> 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.

12. Pay Details

Annual Salary €	Level (Point of Scale)	Grade Code					
Pay Scale Type							
Next Increment due							Payroll Area/Group No
Payroll Frequency	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	4 weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>			

Work Location							
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Allowance Please ensure that supporting documentation is attached	Amount/Unit	Wage Type/Pay Code <i>Official Use Only</i>
1		
2		

13. Pension Details

Superannuation classification to be completed in all cases Non New Entrant New HSE Entrant SPSPS

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"/>
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Spouses' & Children's	325	<input type="checkbox"/>
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Public Service Pensions [Single Scheme]	170	<input type="checkbox"/>
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14(a) HBS Recruit Signature	Date								
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14 (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								
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Name (Print)	Grade
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Contact Tel No	Decision Number (if applicable)
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E-Mail Address							
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16. Payroll Section

Location Code							
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Name (Print)	Signature
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Tel No	Date								
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17. Payroll Interface (phase 1 Only)

Wage Type Entered					Employment Signal	
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Payroll Area Change Details	Date								
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Main Pension Scheme	W&O/Spouses Scheme					
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PAC Completed

Date

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Signed

Email