

Department of Education - Payroll Division September 2020 Update

1. Email Contact.

Payroll Division currently deal with queries by email. A contact form is available online which facilitates queries being dealt with. If a telephone call is required to resolve the query, payroll staff will ring you back, so please provide a contact number.

[Primary Payroll Contact Form](#)

[Post Primary Payroll Contact Form](#)

[Non-Teaching Staff Payroll Contact Form](#)

[Retired Teachers Contact Form](#)

2. Teacher Appointments.

The processing of appointment forms is continuing as quickly as possible.

Schools should review their new appointments for 2020/2021 and submit any outstanding appointment forms immediately to ensure schools staff are paid. Appointment forms are available to download on the Department of Education website at <https://www.education.ie/en/Education-Staff/Services/Appointment-Forms/>

The base school in the case of schools operating the Primary School Supply Teacher Scheme, should submit an appointment form to reflect the contract of the supply panel teacher.

The **absence** covered by these teachers should be entered through the OLCS as normal, however an associated **claim** where a supply panel teacher is availed of to cover the absence should not be entered on the OLCS.

Completed appointment forms or queries on appointments can be posted or forwarded by email to the relevant payroll email inbox indicated below.

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3. OLCS

OLCS user information re passwords and user set up is available at <https://www.education.ie/en/Schools-Colleges/Services/On-Line-Claim-System-OLCS/>

Schools having difficulty entering substitution claims for the end of August should check the school closure dates entered for the school on the OLCS. Page 24 of the OLCS Quick Reference Guide shows how to amend school closures.

Post primary schools that may need to set up new timetables for the current school year may refer to page 8 of the OLCS quick reference guide. **This only applies if your timetable has changed for the current school year.**

Substitute teachers should note that claims for payment should be submitted by school managerial authorities, at the latest the Friday week prior to the pay issue date to ensure payment.

If you need assistance with entering absences or substitution claims you can email onlineclaims@education.gov.ie

The details of leave schemes are outlined in Departmental [Circular 54/2019](#). Any queries should initially be brought to the attention of the school employer who may wish to consult with their representative organisation. Any further queries may be directed to the Department at the following email address: teachersna@education.gov.ie

4. COVID Related Absences on OLCS.

As part of the Department of Education Roadmap on a Full Return to School, substitution is being provided for teachers and SNA's absences for COVID 19 Leaves (Circular 49/2020) and for Deputy Principal Release Days (Circular 45/2020).

The Department is enhancing the OLCS system to enable schools to key these leave absences and claim substitution. There is a significant level of work involved in these enhancements and they will not be available immediately. To facilitate schools in inputting the leave absences and claiming substitution in the short term the following arrangements will operate.

Recording COVID 19 absences and claims on OLCS – Interim Measure

In the interim period, you should key in the **four** different types of COVID 19 leave absences under the **Special Leave – Covid19** category which appears under the Personal Leave category on the OLCS. This allows you to claim for substitution. You should keep a paper record of which category the substitute is required for.

Recording Deputy Principal Release Days and claims on OLCS – Interim Measure

In the interim, if you have any absences /Claims that require keying, you can email a member of the OLCS team in the Payroll Division of the Department who will key in the release days absences for you. Once the absence is recorded by OLCS team, this will then allow you to key in the substitute claim. Email address for OLCS claims:

onlineclaims@education.gov.ie

5. COVID Supports.

Queries re COVID related supports for school reopening should be directed to reopeningschools@education.gov.ie

6. Revenue *myaccount* Service

Details of how to register for Revenue's *myaccount* service and to generate an *Employment Detail Summary* which replaces the P60 document are available on the Revenue website at <https://www.ros.ie/myaccount-web/register.html?execution=e1s1>

Please note, we will notify Revenue of your employment commencement or cessation dates as required by Revenue Guidelines. You did not need to amend your employment details with your school on the *myaccount* website.

Statements of earnings for financial institutions can be requested by an email to the relevant payroll email inbox. We will endeavour to issue statements of earnings within 48 hours of receipt

7. Queries re scale points and increments.

The setting up of new appointments for schools staff is a priority for Payroll Division for the month of September. Queries regarding scale points and increments will be dealt with when the appointments process is completed. You can submit your query by email to the relevant payroll email inbox.

- Information on salary scales is available at <https://www.education.ie/en/Education-Staff/Information/Payroll-Financial-Information/Salary-Scales/Salary-Scales.html>

8. Cycle to Work.

A new circular and application form incorporating the recent changes to the scheme for school employees are available at <https://www.education.ie/en/Education-Staff/Services/Payroll-Financial/Cycle-to-Work/Cycle-to-Work-Scheme.html>

Completed applications under the scheme can be emailed to the relevant payroll email inbox.

Payroll Division Contact Email Addresses

Primary Teachers: **primtch_payroll@education.gov.ie**

Post Primary Teachers: **ppppayroll@education.gov.ie**

Non-Teaching Staff: **NTSPayroll@education.gov.ie**

Retired Teachers: **RTPS@education.gov.ie**

OLCS Queries: **onlineclaims@education.gov.ie**