Payroll Information Note

For

Post Primary Teachers

**PLEASE DETACH THIS NOTE AND PROVIDE IT TO THE TEACHER**

**DO NOT RETURN THIS NOTE WITH THE APPOINTMENT FORM**

Updated May 2019
Introduction

The Department of Education and Skills wishes to draw your attention to some details relevant to your position as a Post Primary Teacher. This document briefly sets out information in relation to salary and deductions. Further details on Payroll services and information are available on the Department’s web page at the following link: http://www.education.ie/en/Education-Staff/Services/Payroll-Financial/

Your contract of employment is with the managerial authority of the school in which you are employed. The terms and conditions for Post Primary Teachers are set out in circular letters governing sick leave, absences, maternity and adoptive leave, and other schemes available to teachers. These circulars are published on the Department’s website www.education.ie and you are advised to familiarise yourself with the details of these circulars.

Application forms for schemes, information relating to salary scales are also available on the website www.education.ie under the tabs for Education Staff.

Relevant websites for other Departments are listed at the end of this information note.

Employment

Your contract of employment is with the managerial authority of the school in which you are employed. For Payroll purposes only your employer’s registered number is 0081300S.

EU Citizenship

If a Teacher is a non-EU citizen, a copy of their work permit must be retained in the school. If there is no work permit, the Teacher is not eligible for salary and an appointment form should not be submitted to the Department.

The Payroll Division of the Department

The Payroll Division of the Department of Education and Skills provides a payroll service for certain categories of teaching and non-teaching staff (NTS) employed in schools.

Salary

Salary is paid fortnightly on Thursdays. It covers a 14 day period up to and including the Monday prior to the date of salary issue. Salary is calculated two weeks in advance of every Pay day therefore any amendments notified to the Payroll Section may not be reflected in your next pay issue.

In order to determine the point of scale that you are being paid, divide your gross pay by your number of contracted hours per week. Then multiply this by 22 (i.e., the maximum hours a post primary teacher can be contracted to teach per week). After this multiply that number by 26.09 to calculate the gross annual salary at that point of scale for a whole time equivalent.
For example a teacher who is contracted for 14 hours per week receives a Basic Pay of €872.59

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\begin{align*}
872.59/14 &= 62.33 \\
62.33 \times 22 &= 1,371.21 \\
1,371.21 \times 26.09 &= 35,775.00
\end{align*}
\]

€35,775.00 = Point 7 of the 01st January 2011 appointee pay scale.

This should be compared to the most recent salary scale circular relevant to your appointee status to ensure that you are in receipt of the correct rate of salary. Please note there are 3 different types of appointee therefore you should ensure you refer to the correct salary scale that applies to your Appointee status.

Salary scales are available on the Department’s website: www.education.ie. Select Education Staff on the Home Page. Then select Payroll/Financial from the list of options on the right side of the page.

**Incremental Credit**

Incremental credit may be awarded to Post Primary Teachers for relevant experience for the purposes of progression on the incremental salary scale. Circular 0029/2010 and Circular Letter 29/2007 sets out details on how the Incremental Credit Scheme operates and the application procedures to be followed.

If you are transferring from an ETB please ensure you provide a Statement of Service from your ETB, this is to ensure you will be paid at the correct point of scale and to ensure you remain in the same pension scheme on the Post Primary Payroll.

**Underpayment / Overpayment of Salary**

It is very important to ensure that the correct point of the salary scale is applied to you.

In the event of an underpayment of salary, the Department will reimburse you at the correct rate and pay any arrears that may have accrued. In the event of an overpayment of salary, the overpayment will be recouped by the Department. Circular Letter 0084/2015 refers. This circular is available in your school and on the Department’s website: www.education.ie.

**Post Primary Teachers Superannuation Scheme**

All public sector employees are obliged to contribute to the Pension Schemes.

Information on the Post Primary Teachers Superannuation Scheme is available on the Department’s website at http://www.education.ie/en/Education-Staff/Services/Retirement-Pensions/
Qualifications

The proposed appointee must be qualified for the post and must be registered with the Teaching Council. If the proposed appointee is not qualified for the post or is not registered with the Teaching Council, the person is not eligible for salary and an appointment form should not be submitted to the Department.

Maternity / Adoptive Benefit

Depending on your PRSI contribution record, you may be entitled to payment from the Department of Employment Affairs and Social Protection in respect of absences under the Maternity/Adoptive Leave Schemes. Salary payment from the Department of Education and Skills during absence on maternity / adoptive leave is subject to the following conditions:

(a) That you make the necessary claims for maternity/adoptive benefit to the Department of Employment Affairs and Social Protection within the required time limits and comply with whatever requirements are laid down by that Department as a condition of claiming benefit, and

(b) That the Department of Education and Skills will deduct any benefit due to you in respect of such absences directly from your salary.

Any payments due to you from the Department of Employment Affairs and Social Protection in respect of such absences may be recovered by deduction from your salary in the event that you fail to comply with the foregoing conditions. In order to ensure compliance with the above and with the maternity/adoptive leave regulations, the Department of Education and Skills may be required to make direct contact with the Department of Employment Affairs and Social Protection to establish what payments are made to you, when they were made and the amount and duration of such payments. The information obtained from the Department of Employment Affairs Social Protection will be used only for the foregoing purposes and will not be disclosed to any unauthorised person.

PAYE

The term PAYE means Pay As You Earn. The PAYE system is a method of tax deduction under which the payroll provider calculates any tax due and deducts it each time a payment of salary is made.

When you commence new employment, you need to first register for Revenue’s online service myAccount on www.revenue.ie quoting your Personal Public Service Number (PPSN), Payroll No. and Employers Registered Number which is 0081300S to get your Revenue Payroll Notification (RPN) which is a Certificate of Tax Credits and Standard Rate-Cut-Off Point. On instruction from you, your local tax office will issue your RPN. The Tax Office will also forward a copy electronically to the Post Primary Teachers Payroll of the Department of Education and Skills.

If this Department does not receive an RPN for you, you will be taxed at emergency rates. Emergency tax may result in excessive tax deductions. It is in your interest to obtain your
RPN and avoid having too much tax deducted. Once this Department receives your cumulative RPN, any excess tax deducted, within the current tax year (1\textsuperscript{st} January-31\textsuperscript{st} December), will be repaid to you through the payroll provided you remain on pay.

The onus is on the individual Teacher to ensure that the Department receives notification of tax details from the Revenue Commissioners for this and subsequent tax years. You are reminded that you should examine your RPN when you receive it to ensure that it is correct in relation to your circumstances – any queries on your RPN should be referred to the Revenue Commissioners. **The Department of Education and Skills cannot alter tax details for any Teacher and must act on tax instruction from the Revenue Commissioners.** Any queries regarding tax should be directed to your local tax office or to the Revenue Commissioners website: [www.revenue.ie](http://www.revenue.ie)

Tax is calculated on gross earnings less pre-tax deductions (e.g. pension, cycle to work, travel pass). Tax is paid at the standard rate (20%) up to your standard rate cut-off point (SRCOP). Earnings above your standard rate cut-off point are taxed at 40%.

**Universal Social Charge (USC)**

The Universal Social Charge (USC) came into effect on 1 January 2011. It is payable on gross income before pension contributions and the standard rates of USC are as follows:

- 0.5% on income up to and including €12,012.00
- 2% on income from €12,012.01 to €19,874.00
- 4.75% on income from €19,874.01 to €70,044.00
- 8% on income above €70,044.00

USC rates and deductions are advised to your employer by Revenue through your Tax Credit Certificate, any queries regarding USC should be directed to Revenue.


**Additional Superannuation Contribution ASC**

**PRSI Calculation**

PRSI is a form of social insurance, which is administered by the Department of Employment Affairs and Social Protection. PRSI is payable by both employees and employers and the rate of PRSI payable by both parties varies according to how employees are classified within the PRSI system and how much they earn.

PRSI is deducted by employers from employees’ salaries and is remitted to the Collector General together with income tax and USC deducted under the PAYE system. However, the administration of **PRSI is handled by the Department of Employment Affairs and Social**
Protection, not the Inspector of Taxes. PRSI or social insurance contributions paid by employees entitle the employee to various social insurance benefits.

An information leaflet (SW14) is available from the Department of Employment Affairs and Social Protection, which outlines the various classes of PRSI contributions. Any queries on benefits payable should be directed to the Department of Employment Affairs and Social Protection. Information leaflets on benefits payable by the Department of Employment Affairs and Social Protection are available on their website: www.welfare.ie

Your PRSI class will be on your payslip. When you get your payslip, please verify that your PRSI Class is correct. If it is incorrect written notification of your correct PRSI Class should be obtained from the Department of Employment Affairs and Social Protection and forwarded to the Post Primary Teachers Payroll. On receipt of this notification your PRSI Class will be amended.

Change of Personnel Details

For data protection purposes all changes of personal details must be **submitted in writing and signed**. Please quote your Payroll Number / PPSN and advice of the exact change required. For a change of name, please submit a copy of the relevant certificate. The notification should be addressed to the postal address below.

Sick Leave

Teachers must submit, to the school managerial authority, a Medical Certificate for absences in excess of 2 days. The sick leave absences should be keyed to the On Line Claim System (OLCS) by the school.

For teachers paying PRSI Class A, where the absence is in excess of 6 days, the Medical Certificate must be accompanied by an Illness/Injury First Certificate Form (MC1). The sick leave absences should be keyed to the On Line Claim System (OLCS) by the school and the Illness/Injury First Certificate Form (MC1) should be forwarded to the Illness Benefit Unit, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath without delay, as it must reach the Department of Employment Affairs and Social Protection within 7 days of the start of the illness. Subsequent certificates, for example MC2’s, can be forwarded directly to Department of Social Protection. Failure to comply with these requirements may result in loss of salary.

Further information on the procedures for claiming Illness/Injury Benefit are available on the Department’s website [http://www.education.ie/en/Education-Staff/Services/Payroll-Financial/Payroll-Services-and-Information.html](http://www.education.ie/en/Education-Staff/Services/Payroll-Financial/Payroll-Services-and-Information.html)

Registration Requirement

Teachers employed in recognised schools must be registered with the Teaching Council in order to be paid from Oireachtas funds. Please refer to circular 0052/2013 for further information. Please note that the Teaching Council registration process which includes vetting
may take up to 12 weeks during the peak period of July and August. Additional police clearance requirements may also be applicable. Therefore principals are asked to advise returning teachers to commence the Teaching Council registration process once they have notified the school of their intention to resume work and of the implications of non-registration under Section 30.

**Garda Vetting**

Please familiarise yourself with the new Garda Vetting Circular Letter 0031/2016 effective from 29th April, 2016. The Teaching Council carries out vetting on behalf of teachers and employers. Timelines for vetting can vary and if required for the position teachers are advised to apply once they have notified the school of their intention to resume work.

**Post Primary Teachers Payroll Contact Details**

E-mail: pppayroll@education.gov.ie
Telephone: (090) 6484161 or if calling from Dublin (01) 8896400 Ext. 4161
In writing: Post Primary Teachers Payroll, Payroll Division, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath. **Please quote your school roll number on the outside of the envelope.**

[Links to websites]

www.education.ie  Department of Education and Skills
www.per.gov.ie/pensions  Department of Expenditure and Public Reform
www.revenue.ie  Revenue Commissioners
www.welfare.ie  Department of Employment Affairs and Social Protection