



## Occasional Staff Engagement Form

PART 1: To be completed by: the Manager of the Occasional Employee

PART 2: To be completed by: the Occasional Employee

Don't miss these School details

- ✓ Cost Centre
- ✓ Project/GL Activity
- ✓ Source of Funds / Award

1. School / Unit Details			
Faculty / Division	FAHSS / FEMS / FHS /	School / Unit	School of Medicine
Cost Centre	1234	Manager's name	Emma Walsh
Project /GL Activity	1234567	Source of Funds/Award	1234

2. What is the purpose of the work:	3. Why the work is required on an Occasional Employment basis
Teaching	Technical/Specialist expertise <input checked="" type="checkbox"/>
Tutorials	Provision of industry/professional expertise
Demonstration	One-off short-term project-based task
Essay/Script marking	Cover for absence of staff member
Sports	Cover or partial cover for buy-out hours
Administrative <input checked="" type="checkbox"/>	Seasonal short-term work: Buildings & Services
Technical	Activities to support a specific annual or one-off event
Invigilation	Cyclical work related to Exams, Assessments, Graduation, Registration
Catering/ Hospitality/ Housekeeping	
Research	

4. Expected duration of employment:	6. Rate of Pay
<b>Dates: provide start &amp; finish dates</b> Start <u>date</u> (DD/Month/YYYY) 24 May 2024 End date (DD/Month/YYYY) 24 May 2025	Standard rates of pay apply for Occasional work based on the nature of the work as outlined in Section 2. If a rate for the job is required, provide rate and rationale below €10.50 per hour

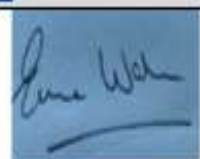
  

5. Expected Working Pattern:
<b>Hours per Week (estimated) and number of weeks</b> 20 hrs per week, 16 weeks

7. Details of the Occasional Employee			
Employee Name	Malini Ramdas	Employee Staff ID or PPS number	XXXXXX

8. IT Access Please tick if necessary for the role and as required					
Email	<input checked="" type="checkbox"/>	Blackboard	<input type="checkbox"/>	ID Card	<input checked="" type="checkbox"/>

Tick the IT access required


I have verified the appointee is suitably qualified for the role and have verified supporting documentation or qualifications.	<input checked="" type="checkbox"/>
I confirm that this role: <i>Does not require Garda Vetting, Or, This role requires Garda <u>Vetting</u> and the appointee has been vetted prior to commencing</i>	<input checked="" type="checkbox"/>
Signature of Line Manager (Digital Signature not typed)	 Date: 24 May 2024

We need the Manager's signature



# Occasional Staff Engagement Form

To be retained by: the Employee as Terms and Conditions document

1 Employer Details	
Employer Name and address	Trinity College Dublin, College Green, Dublin 2 Your principal place of work will be the University Campus. You may be required to work on either a temporary or indefinite basis at any premises, which the University currently has or may subsequently acquire, or at any premises at which it may from time to time provide services.
2. Employment Details	
Your employment will be on a casual basis. Each period of engagement is distinct and ceases at the end of that engagement. As an occasional employee, there is no guarantee of ongoing or regular work, and no mutuality of obligation.	
3: Compliance with University Policies	
All employees of Trinity College Dublin are required to comply with all the University's published Policies and Procedures. By accepting employment in the University, you confirm that you understand and accept your obligation to comply fully with ALL University Policies during your employment with the University and agree to be bound by them. You also agree to regularly check for new and updated policies. The full transcripts of University Policies are available at <a href="http://www.tcd.ie/About/Policies">www.tcd.ie/About/Policies</a>	
Signature of Line Manager (Digital Signature not typed)	
Date	24 May 2024

**We need the Manager's signature**

### Additional information for Occasional Staff

Occasional employees are entitled to holiday pay as set out in the Organisation of Working Time Act 1997 (Sect 19.1).

Occasional employees are not eligible for paid leave.

Occasional employees are not eligible for sick pay. This is subject to review in the context of the government's statutory sick pay scheme.

Occasional employees are not pensionable.

Occasional employees who have been in continuous employment for at least 13 weeks are obliged to provide their employer with one week's notice of termination of employment. Employer notice periods are as per Minimum Notice and Terms of Employment Act, 1973.

Number of hours may vary based on operational need and/or timetabling requirements, as directed by the Head of the Department, or by a person authorised by them to give instructions in this regard.

Occasional employees must complete the work in Ireland.

Occasional employees must have full entitlement to work in Ireland.

# EU Example



Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

## Occasional Staff Engagement Form

PART 2: To be completed by: **the Occasional Employee**

Personal Details					
PPS No	XXXXXXB	PRSI Class	A1	Title (Mr, Mrs, Dr, etc.)	MRS
First Name	Malini	Surname	Ramdas		
Date of Birth (DD/Month/YYYY)	20 January 1984	Gender <sup>1</sup>	Female		

Contact Details			
Home Address*	Full Address		
Contact Number	12345679	Email Address	Personal email
<input type="checkbox"/>	*If the home address is not in Ireland please confirm the work is completed in Ireland		

NEW

If your address is outside of Ireland, you need to tick to declare that the work is completed in Ireland

Bank Details	
Bank Name & Address	Ulster Bank, 130 Baggot Street Dublin 2
Bank A/c Holder Name	Malini Ramdas
BIC No.	XXXXXIEKXXX
IBAN	IEXXXXXXXXXX

Previous Employment or Student with Trinity College	
Are you now or were you previously employed by Trinity College	Yes / No
If Yes, please provide your previous staff number, if known	1234567
Are you a current Student at Trinity College	Yes / No

NEW

Don't forget to write the staff nationality

Nationality and Eligibility	
Employee Nationality (type your nationality)	Italian
On what basis are you eligible to work in Trinity College (tick the appropriate box)	<input checked="" type="checkbox"/> Irish, UK or EU National <input type="checkbox"/> Other (provide details below)
NB: If You are a non-EU/EEA citizen, please include a clear copy of your IRP card and current stamp you hold at the end of the form	

NEW

Tick the correct Eligibility to Work option

**Declaration:** I confirm that the above information is accurate and correct on the date indicated below. I undertake to notify HR of any changes to this information by completing the relevant form. I undertake to comply with all the University's published Policies and Procedures.

NEW

We need the Staff's signature

Staff Signature (Digital Signature not typed)		Date:	24 May 2024
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Send completed forms (Parts 1 and 2) to: [hr@trinitycollege.ie](mailto:hr@trinitycollege.ie) and the Local Administrator / Line Manager.

<sup>1</sup> Required for the University's gender equality report

# Non-EU Example

## Occasional Staff Engagement Form

PART 2: To be completed by: **the Occasional Employee**

Personal Details					
PPS No	XXXXXXB	PRSI Class	A1	Title (Mr, Mrs, Dr, etc.)	MRS
First Name	Malini	Surname	Ramdas		
Date of Birth (dd/MM/YY)	20 January 1984	Gender <sup>2</sup>	Female		

Contact Details		
Home Address*	Full Address	
Contact Number	12345679	Email Address
<input type="checkbox"/>	*If the home address is not in Ireland please tick this box and complete in Ireland	

NEW

If your address is outside of Ireland, you need to tick to declare that the work is completed in Ireland

Bank Details	
Bank Name & Address	Ulster Bank, 130 Baggot Street Dublin 2
Bank A/c Holder Name	Malini Ramdas
BIC No.	XXXXXEXXXX
IBAN	IEXXXXXXXXXX

NEW

Previous Employment or Student with Trinity College	
Are you now or were you previously employed by Trinity College	Yes / No
If Yes, please provide your previous staff number, if known	1234567
Are you a current Student at Trinity College	Yes / No

Don't forget to write the staff nationality

NEW

Nationality and Eligibility	
Employee Nationality (type your nationality)	Non-EU nationality
On what basis are you eligible to work in Trinity College (tick the appropriate box)	<input type="checkbox"/> Irish, UK or EU National <input checked="" type="checkbox"/> Other (provide details below)
NB: If you are a non-EU/EEA citizen, please include a clear copy of your Irish Residence Permit with the current stamp you hold at the end of the form	

Tick the correct Eligibility to Work option

**Declaration:** I confirm that the above information is accurate and correct on the date indicated below. I undertake to notify HR of any changes to this information by completing the relevant form. I undertake to comply with all the University's published Policies and Procedures.

We need the Staff's signature

Staff Signature (Digital Signature not typed)		Date:	24 May 2024
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Send completed forms (Parts 1 and 2) to: [hroccasionalstaff@tcd.ie](mailto:hroccasionalstaff@tcd.ie) and the Local Administrator / Line Manager.

<sup>2</sup> Required for the University's gender equality report

### NEXT PAGE

## Occasional Staff Engagement Form



If the staff is a non-Eu nationality you need to add a valid Irish Residence Permit