



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

HR Research Student Process 2023

Dhivyaa Velusamy Palraj – Executive Officer

Emma Walsh – AO2

Setting up a New Student

Forms to set up new student :

- **Graduate Student Proposal form:** should be completed in full by the department and must be signed by the Grant Holder and the HOS. Stipend start & end date should be clear & Stipend amount should be in annum.
- **Scholarship Exemption Declaration Form:** should be completed in full by the student. All questions must be answered, and it should reflect same dates and stipend amount as the proposal form
- **Direct Pay Mandate form:** This form should be completed in full by the student and sent to Payroll Services email.
- The student will need a SEPA compliant bank account, Irish address and PPS number/started the process of obtaining a PPS number to be in receipt of their stipend. You can send us the PPS once they receive it. The above can still be sent in advance of obtaining the PPS number

Internal College Award:

- For Students who have been offered with college award Ciaran O'Brien sends the College award offer documents to the student & PI / Department. We will need the Proposal form completed by the Department with correct start & end date as per the offer letter and signature of HOS is a must.
- Student should complete the Declaration form & Sign the Award offer letter and send back to Ciaran O'Brien. Ciaran can verify the documents and he will forward it to us.

Best practice from School :

- We will need all PG stipend paperwork before payroll deadline date (usually the deadline date will be last day or a day before of each month you can confirm on @HRPOSTGRADMONTHTLYSTIPEND@tcd.ie) if Department/School miss this date to submit the paperwork then it will be processed for next pay run.
- School has to ensure that student is fully registered with Academic registry before they send the paperwork to us , only then we will be able to setup the stipend or else we have to wait till the student is completely registered. The Student will receive their Student TCD email once they are fully registered
- Student should reside in Ireland to receive the tax-exempt stipend.
- Department must communicate with the Student and inform them about the payment delay if they miss the deadline.
- When you send the stipend paperwork to HR, make sure the email has Student name & (New student / extension) on the subject. You can attach up to 3 student paperwork on each email not more than that. so, we can follow-up with you if we need more details on it.

Extending or Ending a Student's Stipend

Stipend Ending Reminders : When the student stipend is ending we will send the reminder email to PI & the Department. We want the department / PI to get back to the email whether the stipend is to be extended or ended. If we don't receive any response to the email then student stipend will be ceased by the date mentioned on the email.

Stipend Extension :

To extend the stipend without any changes you can let us know the new stipend end date in email & we will need the student to complete Declaration form with new start and end date and send to us before deadline otherwise the Stipend will not be extended

Or

If there is any changes on the stipend amount or the account then we will need Proposal form completed by the department and Declaration form from the student and both should reflect same details. Start and end dates must be correct reflecting the start date of the increased amount and not the original start date of the Stipend

Stipend Ending :

To end the stipend you can reply to the reminder email and confirm to us to cease the stipend by the date. Once the stipend is ended by the date on Core we will not be able to re-join the student record until the following month.

Re-joining a Student Stipend

- If the stipend has to be reinstated for a student who comes back from Off books or for a student whose stipend was ended previously.
- We will need Student proposal & Declaration form (it can be either new form completed or the old form which you submitted to us earlier to setup the stipend) so that we will have all information to reinstate the stipend. We do not re-set up the Stipend until the we have been instructed to by the Department as the off books return date may have changed and we have not been made aware of the changes.
- This forms should have correct stipend start and end dates on it

Staff Transfers/ Project Codes changing

Changing Project Code :

If the project account has to be changed we will need the school to complete a staff transfer form and send to FSD. Once we receive the approved form from FSD we will change the account and FSD will do the backdating corrections.

Changing GL – GL Code :

To change GL account to different GL account we will need completed staff transfer form sent to us. We will do the changes on Core from 01st of current month & Payroll Services will do the backdating changes.

Overpayments

- When the students go **off-books / finish earlier/ Withdraw** from the course in this case PI or the Department has to inform us **immediately** about this with student details so that we can avoid the over payment of the Stipend.
- Normally when students go on off-books / finish earlier/ Withdraw , their stipend is suspended (as they are no longer full-time and registered).
- If the student was overpaid we will let the PI / Department know the refund details and the amount student owe to Trinity by email. Once Student refunds the money back to Trinity account then Payroll Services will transfer the money back to the correct account and then we will end the student record on Core. The PI/Department should also make the Student aware of the overpayment and the process for repaying.