



## APPOINTMENT DETAILS

**IN ORDER FOR THE PROPOSED APPOINTEE TO BE SET UP ON PAYROLL, A COPY OF THE LETTER FROM THE SPECIAL EDUCATION NEEDS ORGANISER (SENO) SANCTIONING THE CURRENT ALLOCATION OF RESOURCES TO THE SCHOOL MUST BE ENCLOSED WITH THIS FORM**

Full Time:

Part Time:

If part time, give details of post, e.g. 0.83 post; 0.5 post, etc

Date of Appointment: \_\_\_\_\_

*In the case of a Fixed Term appointment, please complete end-date if known\** \_\_\_\_\_

*\*If unknown, it is important to inform NTS Payroll Section at least two weeks prior to the end date to avoid overpayment*

Origin of the post: \_\_\_\_\_

e.g. a New post (new/additional NCSE allocation), Replacing Retirement (Compulsory/Voluntary/Disability), Resignation, Jobshare, Career Break Replacement, Secondment, Death, Other (State Reason)

**If this is not a New Post (new/additional NCSE allocation), please complete this section:**

Name of Predecessor: \_\_\_\_\_

Date of Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Has "Notification of Leaving Form" been sent to this office? Yes  No  If "No", it should be enclosed with this Form

## GARDA VETTING

Garda Vetting [Circular 0063/2010](#) effective from 1st January 2011

**Section A and Section B must be completed**

(A) Tick to indicate which one of the following vetting requirements of Circular 0063/2010 has been met.

(i) The proposed appointee has been garda vetted during the current or previous calendar year.

OR

(ii) The proposed appointee is being re-employed by the school authority without any gap (other than school holidays) immediately prior to the re-employment and the appointee has been previously vetted for the initial employment with the school authority.

OR

(iii) Where neither of the requirements at (i) or (ii) have been met, then this appointment can only be made if the school authority:

- For reasons outside of its control has been unable to complete the vetting process in advance of this appointment being made.
- The application for vetting must have been submitted at the earliest possible stage prior to the commencement date of the post.
- The prospective appointee must be informed in the letter of appointment or separately in writing that his/her appointment is subject to the satisfactory outcome of the vetting process AND
- The proposed appointee must have confirmed acceptance in writing that his/her appointment is subject to the satisfactory outcome of the vetting process.

Tick yes to confirm that all **four** of these requirements have been met in respect of this appointment. Otherwise you must tick **No**.

YES  NO

If "NO" the proposed appointee does not meet the terms of Garda Vetting (Circular 0063/2010) and is not eligible to be appointed.

This Appointment Form should not be submitted to the Department.

(B) Has the proposed appointee provided to the school authority, in accordance with Circular 0063/2010, a child protection related statutory declaration that has been made during the current or previous calendar year?

YES  NO

If the answer to question (B) is "NO" the proposed appointee does not meet the terms of Garda Vetting (Circular 63/2010) and is not eligible to be appointed. This Appointment Form should not be submitted to the Department.

## SUPERANNUATION / PENSION ISSUES

### Declarations in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012

New Pension arrangements apply to any person appointed to the public sector for the first time on or after 1 January 2013. The new arrangements also apply to public sector employees returning to the public service after a break of more than 26 weeks in pensionable public sector employment. The details are outlined in DES Circular 07/2013 which is available on the Department's website - [CL 07/2013](#) Declaration forms S46 and SPS/S51 accompany the circular.

**1) Declaration of membership of Single Pension Scheme**

Please tick (a) or (b)

(a) I am a member of the Single Pension Scheme

As (i) I am a new entrant appointed for the first time in the public sector on or after 1 January 2013 or (ii) I have been out of pensionable employment from a public sector organisation for a continuous period of 26 weeks dating on or after 1 January 2013

or

(b) I am not a member of the Single Pension Scheme

As I was a public sector employee prior to the 1 January 2013 and I have been in pensionable public sector employment without an interruption for a continuous period of 26 weeks on or after 1 January 2013.

**2) For completion by members of Single Pension Scheme**

Please tick (a) or (b)

(a) I am simultaneously employed in another Public Service post. I have completed the separate Declaration Form S46 and will return it to the Non Teaching Staff Payroll Section, Department of Education & Skills.

or

(b) I am not simultaneously employed in another Public Service post.

**3) Are you currently in receipt of pension from the Department of Education & Skills, ETB or any Public Service Body?**

Please tick (a), (b) or (c)

(a) I am in receipt of a pension.

or

(b) I have an entitlement to a preserved pension from a public service pension scheme. I have completed the separate Declaration Form SPS/S51 and will return it to Pension Unit, Department of Education and Skills.

or

(c) I am not in receipt of a pension nor do I have an entitlement to a preserved pension from a public service pension scheme.

## MEDICAL FITNESS

Has confirmation been received from the Occupational Health Service that the proposed appointee is medically fit to undertake duties as an SNA?  
Refer to circulars 33/2010 and 34/2010

YES  NO

*(If No, appointment form for this SNA should not be completed until confirmation is received)*

## QUALIFICATIONS

Does the proposed appointee have the minimum educational qualifications required for appointment? YES  NO

*(If No, appointment form should not be submitted to the Department)*



**DECLARATION BY SPECIAL NEEDS ASSISTANT**

*In the case of each of the following I certify that:*

**Tick:**

- I, the undersigned, declare that the information recorded in this document is true, accurate and complete in all respects. I understand that I am responsible for the accuracy of the information and that if I wilfully suppress any information, I risk the loss / termination of appointment.
  
- I have read the contract of employment and agree to abide by the terms (**Circulars 12/05 and 15/05** refer) and I understand that this post may be terminated by means of redundancy (**Circular 58/2006** refers).
  
- I declare that I will refund to the Minister for Education and Skills any monies paid to me which are not properly payable. I agree to comply with the Department's Overpayment Policy as outlined in **Circular 15/04** in this regard.
  
- I understand that upon receipt of all relevant documentation in the Department it may take 6 weeks before payment is made to me. This is due to completion of the payroll process and if this document is returned incomplete that I will not be paid salary until after a fully completed form is received and processed by the Department.
  
- I have signed the illness benefit mandate form, if paying class A PRSI.
  
- I declare that I will seek approval from my employer before engaging in any external work and that any external work engaged in by me must not interfere with the fulfilling of my duties and responsibilities to the school.
  
- I understand the conditions and procedures involved in the operation of maternity/adoptive pay schemes applicable to Special Needs Assistants.
  
- I confirm that, in accordance with the requirements of **Circular 0063/2010**, I have provided the school authority with a child protection related statutory declaration which was made in the current or the previous calendar year.
  
- I also confirm to the school authority that since the date on which I signed that statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable adults in which I would be placed by virtue of my appointment to a Special Needs Assistant post in this school.
  
- I also undertake to inform the above school authority of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continued employment with the school authority or for any subsequent employment with the school authority.
  
- I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the school authority of relevant changes that may affect my suitability, from a child protection perspective, will constitute a breach of my contract of employment and may be grounds for summary dismissal by the school authority.
  
- The Pension Related Deduction (PRD) is governed by the Financial Emergency Measures in the Public Interest Act 2009. The Act defines a person to whom the PRD applies as a person who (i) is a public servant, and (ii) is a member of a public service scheme, or (iii) is entitled to a benefit under a public service scheme, or (iv) receives a payment in lieu of membership of a public service pension scheme.

**Please state if this is your main public sector employment**      Yes       No

Please note that all public sector employment must be designated as either main or subsidiary employment to ensure that there is no under deduction of PRD. Further information regarding PRD can be found on the Department's website at [www.education.ie](http://www.education.ie)

- I have completed the self declaration where appropriate in accordance with paragraph 4 of **Circular 07/2013** titled The Single Public Service Pension Scheme for Teachers and Special Needs Assistants employed in Primary and Secondary / Community / Comprehensive Schools.
  
- I have been provided with a copy of the Payroll Information Note for Special Needs Assistants by my employer.

**SNA's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: The proposed appointee and the principal must sign this section in each others presence.**

**DECLARATION BY CHAIRPERSON OF BOARD OF MANAGEMENT**

**In the case of each of the following I certify that:**

**Tick:**

- All relevant sections of this document have been completed and the detail therein is true and accurate
- A written contract of employment has been signed by both parties. This contract is held in this school and a copy has been given to the Special Needs Assistant. **Circulars 12/05 and 15/05** refer.
- I accept that it is the responsibility of the school authority to ensure that this form is correctly completed in order for salary to be paid to the appointee.
- In the case of new appointees to the school, I certify that I have checked employment references with at least two of the most recent employers and also verified with them the most recent employment records.
- I verify that the school authority has fulfilled the requirements of Garda Vetting Circular **0063/2010** in respect of this proposed appointee.
- I have received confirmation of fitness to undertake duties as a Special Needs Assistant in respect of the proposed appointee from the Occupational Health Service, if necessary.

**School Manager / Chairperson's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**All documentation should be forwarded to Non Teaching Staff (NTS) Payroll, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath as soon as possible after the SNA has been selected.**

Copies of this form and all circulars are available on this Department's website at [www.education.ie](http://www.education.ie)  
*Circulars may be updated from time to time and these will be available on the Department's website also.*

**Contact Details:** NTS Payroll, Department of Education & Skills, Cornamaddy, Athlone, Co Westmeath.  
**Telephone:** 090-6484136  
**E-mail:** [ntspayroll@education.gov.ie](mailto:ntspayroll@education.gov.ie)



A N R O I N N | D E P A R T M E N T O F  
O I D E A C H A I S | E D U C A T I O N  
A G U S S C I L E A N N A | A N D S K I L L S

# Payroll Information Note

## For

## Special Needs Assistants

## (SNA)

***\*\*PLEASE DETACH THIS NOTE AND PROVIDE IT TO THE SNA\*\****  
***\*\*DO NOT RETURN THIS NOTE WITH THE APPOINTMENT FORM\*\****

Updated April 2014

## Table of Contents

Page number

|   |          |
|---|----------|
| <b><i>Introduction</i></b> .....  | <b>3</b> |
| <b><i>Employment</i></b> .....  | <b>3</b> |
| <b><i>EU Citizenship</i></b> .....  | <b>3</b> |
| <b><i>The Payroll Division of the Department</i></b> .....                | <b>3</b> |
| <b><i>Salary</i></b> .....  | <b>3</b> |
| <b><i>Incremental Credit</i></b> .....                                    | <b>4</b> |
| <b><i>Underpayment / Overpayment of Salary</i></b> .....                  | <b>4</b> |
| <b><i>Special Needs Assistants Superannuation Scheme</i></b> .....        | <b>4</b> |
| <b><i>Qualifications</i></b> .....  | <b>5</b> |
| <b><i>Maternity / Adoptive Benefit</i></b> .....                          | <b>5</b> |
| <b><i>PAYE</i></b> .....  | <b>5</b> |
| <b><i>Pension Related Deduction (PRD)</i></b> .....                       | <b>6</b> |
| <b><i>Universal Social Charge (USC)</i></b> .....                         | <b>7</b> |
| <b><i>Form P60 Annual Certificate and Statement of Earnings</i></b> ..... | <b>7</b> |
| <b><i>PRSI Calculation</i></b> .....                                      | <b>7</b> |
| <b><i>Change of Personal Details</i></b> .....                            | <b>8</b> |
| <b><i>Brief Absences for Special Needs Assistants</i></b> .....           | <b>8</b> |
| <b><i>Sick Leave</i></b> .....  | <b>8</b> |
| <b><i>Non-Teaching Staff Payroll Contact Details</i></b> .....            | <b>8</b> |



## **Introduction**

The Department of Education and Skills wishes to draw your attention to some details relevant to your position as a Special Needs Assistant. 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 SNAs are set out in circular letters governing sick leave, absences, maternity and adoptive leave, and other schemes available to SNAs. These circulars are published on the Department's website [www.education.ie](http://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 and information on the SNA redundancy scheme are also available on the website [www.education.ie](http://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 9599516K.

The National Council for Special Education allocate hours to schools for Special Needs Assistants. As the care needs in schools change, SNA positions may become redundant. The Department operates a redundancy scheme for SNA posts that have been made redundant. In addition, from the 2013/2014 school year, supplementary assignment arrangements for SNAs will operate.

The Department also operates a compensation for loss of hours scheme for SNAs who have their hours reduced.

## **EU Citizenship**

If an SNA is a non-EU citizen, a copy of their work permit must be retained in the school. If there is no work permit, the SNA 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.

In order to determine the point of scale that you are paid, you should multiply the gross pay amount by 26.09 to calculate the annual gross amount – this should be compared to the most recent salary scale circular to ensure that you are in receipt of the correct rate of salary. Salary scales are available on the Department’s website: [www.education.ie](http://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.

A Special Needs Assistant’s basic salary is based on a fifteen point incremental scale.

## **Incremental Credit**

Incremental credit may be awarded to SNAs for relevant experience for the purposes of progression on the incremental salary scale. Circular Letter 139/2006 sets out details on how the Incremental Credit Scheme operates and the application procedures to be followed.

## **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 Pay 15/04 refers. This circular is available in your school and on the Department’s website: [www.education.ie](http://www.education.ie).

## **Special Needs Assistants Superannuation Scheme**

Membership of the Special Needs Assistants Superannuation Scheme is compulsory. Circular Letter PEN 2/04 refers. The circular can be viewed on the Department of Education and Skills Website:

Special Needs Assistants appointed prior to 1/1/2013 pay pension contributions as follows:

- 3.5% Superannuation (pre-tax deduction from gross salary less twice the Dept. of Social Protection (DSP) Old Age Contributory Pension Rate)
- 1.5% Superannuation (pre-tax deduction from gross salary)
- 1.5% Spouses and Children’s Pension (pre-tax deduction from gross salary less twice the Dept. of Social Protection (DSFA) Old Age Contributory Pension Rate)

The Public Service Pensions (Single Scheme and Other Provisions) Bill 2011 applies to new entrants to the public sector whose appointment date was on or later than 1 January 2013. In the case of the majority of public servants (including Special Needs Assistants and staff in the education sector), the new scheme will provide a pension and retirement lump sum based on career average pensionable remuneration and the retirement age will increase to 66 (rising to 67 and 68 in line with state pension age changes).

Each new entrant must complete declaration forms outlining details of any public service pension that they receive or details of simultaneous employment in another public sector post.

Comprehensive details regarding the single Pension Scheme are available on the Department's website and on the Department of Public Expenditure and Reform website at [www.per.gov.ie/pensions](http://www.per.gov.ie/pensions)

## **Qualifications**

The minimum required standard of education for appointment to the post of Special Needs Assistant is:

1. A FETAC level 3 major qualification on the National Framework of Qualifications, OR
2. A minimum of three grade Ds in the Junior Certificate, Or
3. Equivalent

If a proposed appointee does not have the minimum educational qualifications required for appointment, 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 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 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 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 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 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. It is also a method of collecting Pay-Related Social Insurance (PRSI) and Universal Social Contribution (USC).

When you commence new employment, you need to complete 'Form 12A – Application for a Certificate of tax Credits and Standard rate cut-Off Point' and send it to your local Revenue

Office, quoting your Personal Public Service Number (PPSN), Payroll No. and Employers Registered Number which is 9599516K, to get your Certificate of Tax Credits and Standard Rate Cut-Off Point. On instruction from you, your local tax office will issue your tax credit certificate to you. The tax office will also forward a copy electronically to the NTS Payroll of the Department of Education and Skills. If you have earnings from other employment within this tax year you should have received a Form P45 from your previous employer. Parts 2 and 3 of the Form P45 should be forwarded to the NTS Payroll. Part 4 should be retained for your records.

**If this Department does not receive a tax credit certificate 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 credit certificate and avoid having too much tax deducted. Once this Department receives your cumulative tax credit certificate, any excess tax deducted, within the current tax year (1<sup>st</sup> January-31<sup>st</sup> December), will be repaid to you through the payroll provided you remain on pay.**

The onus is on the individual Special Needs Assistant to ensure that the Department receives notification of tax details from the Revenue Commissioners. You are reminded that you should examine your Tax Credit Certificate when you receive it to ensure that it is correct in relation to your circumstances – any queries on your Tax Credit Certificate should be referred to the Revenue Commissioners. The Department of Education and Skills cannot alter tax details for any Special Needs Assistant 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). 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 41%.

### **Pension Related Deduction (PRD)**

Pension Related Deduction (PRD) was introduced as part of the Financial Emergency Measures in the Public Interest Act 2009. All teaching and non-teaching staff are liable for PRD. It is calculated on a sliding scale as follows:

0% on the first €15,000.00  
2.5% on the next €5,000.00  
10% on the next €40,000.00 and  
10.5% on the remainder.

Further information on PRD and a Frequently Asked Questions (FAQ) document is available on the Department of Public Expenditure and Reform website <http://www.per.gov.ie/>

Where a person has more than one public sector employer, or where a person is doing part-time or substitute work in more than one education sector (ETB, post-primary, NTS or higher education) a DES\_PRD10 form must be submitted to each payroll provider to ensure correct deductions are made in respect of PRD. Form DES\_PRD10 is a declaration of an individual's status with regard to any public service pension scheme. It is also a declaration of an individual's main and subsidiary employers where an individual has more than one public service employment. For further information on completing this form, please see Information

Note Form DES\_PRD10 on the Department's website <http://www.education.ie/en/Education-Staff/Information/Payroll-Financial-Information/Pension-Related-Deduction-PRD-.html>

Completed forms should be submitted to:

Non-Teaching Staff Payroll  
Department of Education and Skills  
Cornamaddy  
Athlone  
Co. Westmeath

## **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:

2% on income up to and including €10,036.00  
4% for income from €10,036.01 to €16,016.00 and  
7% on income above €16,016.00

Further information is available on USC on the Revenue website <http://www.revenue.ie/en/tax/usc/index.html>

## **Form P60 Annual Certificate and Statement of Earnings**

A Form P60 will be issued to you annually provided you were employed on the last day of the tax year (i.e. 31<sup>st</sup> December). A Form P60 will issue to you in February in respect of the previous tax year. The P60 will provide you with details of your earnings for the tax year in question together with PAYE, PRSI, USC, Illness Benefit (where relevant) and the Local Property Tax (where relevant) deducted. The P60 is an extremely important document for all employees. You should retain your Form P60 carefully.

A Statement of Earnings will also issue, at the same time as the P60s, to personnel who were employed in the previous tax year, but who were not employed on the last day of the tax year (i.e. 31<sup>st</sup> December).

## **PRSI Calculation**

PRSI is a form of social insurance, which is administered by the Department of 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 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 Social Protection, which outlines the various classes of PRSI contributions. Any queries on benefits payable should be directed to the Department of Social Protection. Information leaflets on benefits payable by the Department of Social Protection are available on their website: [www.welfare.ie](http://www.welfare.ie)

All Special Needs Assistants are set up on the payroll with a Class A rate of PRSI (or Class J rate if over 66) and their fortnightly contribution is deducted accordingly.

## **Change of Personal Details**

For data protection purposes all changes of personal details must be submitted in writing and signed. Please quote your Payroll Number / PPSN and advise 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 Non-Teaching Staff Payroll, Payroll Division, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath.

## **Brief Absences for Special Needs Assistants**

In addition to their statutory entitlements, Special Needs Assistants may take leave only in accordance with the SNA Brief Absence Circular 32/2010, which is available on the Department's website.

## **Sick Leave**

Special Needs Assistants must submit, to the school managerial authority, a Medical Certificate for absences in excess of 2 days. 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 Non-Teaching Staff (NTS) Payroll without delay, as it must reach the Department of Social Protection within 7 days of the start of the illness. 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>

**A new Public Service Sick Leave Scheme, which will affect SNA's, is being introduced from 1 September 2014.** An Information Note on this Scheme is now available on the Departments website [Information Note on Revised Sick Leave Arrangements](#)

## **Non-Teaching Staff Payroll Contact Details**

E-mail: [ntspayroll@education.gov.ie](mailto:ntspayroll@education.gov.ie)  
Telephone: (090) 6484136 or if calling from Dublin (01) 8896400 Ext. 4136  
In writing: Non-Teaching Staff Payroll, Payroll Division, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath

[www.education.ie](http://www.education.ie) Department of Education and Skills  
[www.per.gov.ie/pensions](http://www.per.gov.ie/pensions) Department of Expenditure and Public Reform  
[www.revenue.ie](http://www.revenue.ie) Revenue Commissioners  
[www.welfare.ie](http://www.welfare.ie) Department of Social Protection