

Policy Name: Payroll Arrangements

Policy Title:	Payroll Arrangements
Description:	Document with information about the location of the Finance Department in Marino Institute of Education, new staff members and their pay, as well as pensions, health cover and the social club.
Author (Position):	Chief Financial Officer (Updated by Financial Controller)
Version:	2
Approved By:	MIE Governing Body
Policy Approval Date:	January 2019 (Updated November 2021)
Policy Re-Approval Date:	September 2023
Date of Next Policy Review:	April 2027 (or as necessary)

Payroll Arrangements

1. Location

The Finance department is located in Room M.219 on the second floor of St Mary's building. Office hours are 9am-1pm and 2pm-5pm, Monday-Friday.

2. New Staff Members

All new staff should complete a New Staff Details form, available from the shared drive (S:\02 Finance Department) or from any member of the Finance and HR Department. This should be returned to the HR dept. before you start work. Under the [Revenue's PAYE Modernisation](#) procedures introduced in 2019, new employees should contact Revenue using 'My Account' to inform Revenue that they are starting work with Marino Institute of Education (MIE), and quoting MIE's Employer Number, 0087582P.

3. General

3.1 Most staff, and all new staff (unless pay is timesheet-based), are paid monthly (last Thursday of each month);

3.2 Payment is by direct transfer to their nominated bank account by Electronic Funds Transfer (EFT).

3.3 The deadline for receipt of approved pay claim forms to be paid through payroll is notified by email in advance each month. Claims should be submitted to the appropriate Head of Department in good time to enable them to be reviewed, approved and passed to Finance by this deadline.

3.4 Taxable Expenses. The deadline for receipt of approved taxable expense claim forms to be paid through payroll is the same as the above mentioned payroll claims. Taxable expense claims should be submitted to the appropriate Head of Department in good time to enable them to be reviewed, approved and passed to Finance by this deadline.

4. Pension, Health Cover and Social Club

4.1 MIE operates a defined contribution pension schemes and a PRSA scheme. Details of the scheme which applies to you, if not stipulated in your contract, are available from the Director of Human Resource. The finance department can provide application forms and information on how to contact the pension providers for advice.

4.2 MIE has a group scheme in place with the [VHI](#) to provide health insurance cover to staff at a discounted rate. Payment is made via payroll deduction. Details of the scheme are available from the Finance Manager.

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4.3 MIE has an active social club, which can be joined for a nominal membership charge, collected via the payroll. The social club is run by a staff committee and receives a contribution from MIE which matches membership monies collected. All staff are eligible to join the social club. Enquiries should be directed to any member of the Finance department.

5. Payroll Review

The payroll is reviewed for unusual items each period and signed by the CFO, or an alternate, independently of the person preparing the payroll.

This document will be reviewed at three yearly intervals. It may be reviewed between such intervals in the event of legislative or other relevant developments.

6. Related Documents

- 6.1 New Staff Details Form
- 6.2 [Revenue's PAYE Modernisation](#)
- 6.3 [Reimbursement of Expenses](#)
- 6.4 Taxable Expenses Claim Form