

Policy Identifier: HR Payroll Communications

Policy Title	HR Payroll Communications
Description	Policy on the information to be notified to the Finance department in order to facilitate the operation of the weekly and monthly payrolls by the Finance department
Author	Chief Financial Officer (Updated by Financial Controller)
Version	2
Approved By	Governing Body
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Policy Review Date	April 2027 (or as necessary)

HR Payroll Communications

1. Purpose

This document sets out the information to be notified to the Finance Department in order to facilitate the operation of the fortnightly and monthly payrolls by the Finance Department.

2. Notification of Pay Rate Changes & New Staff Members

2.1 The Human Resources (HR) Department will amend any staffing or rate changes at the latest by 11am on the Thursday prior to the relevant fortnightly or monthly payroll being run. Monthly payroll is run on the Thursday ahead of the last Thursday of the month.

2.2 Changes to rate of pay for fortnightly-paid staff will be notified the week before they take effect.

2.3 Notifications to Finance Department should in all cases include the following information:

- i. Staff number of employees;
- ii. Standardised format of instruction: hourly rate and number of hours per period for all staff;
- iii. Old pay rate, basis/reason for increase and new rate; iv. Old and new grade and point-on-scale;
- v. Effective date of change;
- vi. Whether staff is on secondment or MIE contract.

2.4 Copies of the scales may be provided with the instruction so that old and new rates may be verified.

2.5 New staff will be contracted as monthly paid, except for timesheet-based Conferencing / Facilities staff, who are fortnightly paid.

3. Annual Notification of Budgeted Increments

HR will provide a written confirmation each year during the budget preparation process, setting out the dates of any increments or other pay rate increases expected to occur during the financial year ahead, to include details of the category of staff affected and the reason or basis for the increase (e.g. annual point-on-scale increment, or x% national pay award, etc).

4. Recoupments of Entitlements from Social Welfare

Where a staff member is on maternity leave¹, or sick leave² of more than three days, HR will notify staff directly of the requirement to claim any social welfare entitlement and have it paid directly to the Institute and will copy Finance on all such notifications so the necessary payroll adjustments can be made.

5. Related Documents

5.1 [Maternity Leave Policy](#)

5.2 [Illness Policy](#)

¹ See [Maternity Leave Policy](#)

² See [Illness Policy](#)