



Special Needs Assistant (SNA) Appointment Form –2020/2021

Incomplete forms will be returned to the School.

THIS FORM SHOULD BE ACCOMPANIED BY A COPY OF A LETTER OF SANCTION FROM THE SPECIAL EDUCATIONAL NEEDS ORGANISER (SENO)

SNA Details

PPS Number _____
Payroll No. _____
First Name _____
Surname _____
Address _____

Date of Birth ____/____/____

Gender _____

Tick if you would like to receive your correspondence through Irish.

Phone No. _____

E-mail _____

Civil Status (See Appendix A) _____

School Details

Roll Number _____
School Name _____
E-mail _____
Phone No. _____

Appointment Details

Has the school confirmed that this new appointee is within their **current** SNA Allocation?

YES NO

Full Time _____ Part Time _____

If Part time, give details of post, e.g., 0.83, 0.5 _____

Start Date of Appointment _____

End Date of Appointment _____

If end-date is unknown, please inform NTS Payroll Section at least two weeks prior to end date to avoid overpayment.

Origin of Post _____

E.g. a New post, Replacing Retirement, Resignation Job-share, Career break replacement, Secondment, Death, Other (state reason)

If it is not a new post (New/Additional NCSE Allocation), please complete this section.

Name of Predecessor _____

Date of Leaving _____

BANK DETAILS FOR LODGEMENT OF SALARY (BLOCK CAPITALS):

Bank Details

Bank Name _____

Bank Address _____

Name on Account _____

A/C IBAN

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A/C BIC

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NB: Please ensure your Bank Account is within the Republic of Ireland and is SEPA compliant

Once fully completed, this document should be returned to the following address:

Please include the Roll No. on the outside of the envelope

Non-Teaching Staff (NTS) Payroll Division,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath
N37 X659

Payment on the first issue of the 2020/2021 school year can only be guaranteed if this form is received by NTS Payroll Division by Friday 10th of July 2020

Garda Vetting

Statutory vetting obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and Circular 31/2016 effective from the 29th of April 2016.

This section must be completed.

Note: SNAs being redeployed are subject to the requirements of both the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 and Circular 0031/2016.

Tick to indicate that the school authority has complied with its statutory vetting obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 **and** with the requirements of Circular 0031/2016 in respect of this proposed appointment.

If this requirement has not been met the proposed appointee is **not eligible** to be appointed. The appointment form should **not** be submitted. The school authority should also be aware that it is a criminal offence not to comply with a vetting obligation under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Medical Fitness

Tick to indicate that you have received confirmation from the Occupational Health Service in respect of the proposed appointee's fitness to undertake duties as an SNA in accordance with the Occupational Health Service Standard Operating Procedures Manual.

Standard Operating Procedures Manual is available on www.education.ie. Circular 0054/2015 refers. If **not**, the appointment form for this SNA should not be completed until confirmation is received.

Previous Employment Details

Keeping your tax information up to date with Revenue is your responsibility. If you need to make contact with them regarding this employment they may ask for our Employer Reg. No., which is **9599516K**.

Qualifications

Tick to indicate that the proposed appointee has the minimum educational qualifications for the appointment.

If this requirement has not been met the proposed appointee is **not eligible** to be appointed.

Declaration under the Single Scheme Act

(Must be completed by persons taking up an appointment in the public service)

Please use attached Guidance Note to assist in the completion of this Declaration

Any queries regarding this Declaration should be directed to Pension Unit at pensions@education.gov.ie

Warning: If we do not receive this form completed fully & accurately, there will be a delay commencing you into a pension scheme and therefore you may have to pay pension deduction arrears.

Section 51 (*Duty to make declarations, etc.*) of the *Public Service Pensions (Single Scheme and Other Provisions) Act 2012* requires that: Any person who

- (a) takes up employment in a public service body, and
- (b) either—
 - (i) has an entitlement to any preserved pension or any preserved lump sum or any other retirement benefit, or
 - (ii) has received or is in receipt of retirement benefits,

under a pre-existing public service pension scheme of which he or she was or is a member, shall provide a declaration to that effect to the relevant authority.

1. CAREER HISTORY (Required **ONLY** for Public Sector employments in **Ireland** which may include employment outside of the teaching/education sector E.g. HSE, ETB, Civil Service etc. (Your NTS Service is not required))

You must include a verified copy of the service history for any service outlined in the table below

<u>Employer</u>	<u>Dates of Employment</u> (From – To)	<u>Pensionable (Y/N)</u>

2. I hereby declare that I am I am not (tick as appropriate) currently in receipt of any remuneration (pay) from any other public service body.

REMUNERATION/PAY (Please complete if ticked “I am” above)

Description	
Annual gross pay	
Paying authority	
% of Full time position	

3. I hereby declare that:

- a) I have received I have not received or I am in receipt of retirement benefits (tick as appropriate) **OR**
- b) I have I do not have (tick as appropriate) an entitlement to any of the pension benefits specified above.

PENSION BENEFIT CURRENTLY IN PAYMENT (Please complete if ticked “I have/I am” above)

Description (Retirement, Ill Health, Early Retirement,)	
Paying authority	

(a) PENSION BENEFIT FUTURE ENTITLEMENTS (Please complete if ticked “I have” above)

Description	
Paying authority	

Signed: _____
 Name (Block Capitals): _____
 Date of Birth: _____
 PPS Number: _____
 Payroll Number: _____
 Date: _____

For Office Use only: Single Scheme Member Y/N: _____ Sent to Pension Unit: _____ Recorded by: _____

Guidance Note for completing the Declaration under the Single Scheme Act

If you are an SNA taking up a post in the Public Sector (E.g. HSE, Civil Service, ETB etc.) for the **FIRST** time, you will not already have an entitlement to a pension therefore you should complete this declaration as follows:

1. Career History Not Applicable
2. Remuneration/Pay This should be ticked as “I am not” employed in any other Public Sector Post and not in receipt of salary prior to this appointment.
3. Pension Benefit You should tick “I have not received” at (a) and “I do not have” at (b) No other information is required in the boxes below.

The form should be signed, dated and PPSN included

If you are an SNA taking up a post in the Public Sector having worked in an SNA post previously and/or in the wider Public Sector, you may have an entitlement to a pension as a result of that employment therefore you should complete this declaration as follows:

1. Career History You should include service completed in **Ireland** either/both in SNA posts and/or the wider Public Sector.
2. Remuneration/Pay This should only be ticked as “I am” if you are currently employed in another Public Sector Post otherwise tick “I am not”
3. Pension Benefit
You should tick “I received” at (a) if you have previously paid a pension contribution in any SNA post/Public Sector Body and claimed a pension benefit on foot of these contributions.

You should tick “I have not received” at (a) if you have previously paid a pension contribution in any SNA post/Public Sector Body to the current date and may be due a pension at a date in the future on foot of these contributions.

You should tick “I am in receipt” at (a) if you are currently receiving a pension benefit having paid a pension contribution from any SNA post/Public Sector Body.

You should tick “I have” at (b) if you have ever paid a pension pension contribution in any SNA post/Public Sector Body and have an entitlement to claim a benefit in the future.

You should tick “I do not have” at (b) if you have ever paid a pension contribution in any SNA post/Public Sector Body but do not have an entitlement to claim a benefit in the future (e.g. obtained a refund of contributions).

The form should be signed, dated and PPSN included

Form of Authorisation – Illness Benefit Payments

The mandate below should be completed by Special Needs Assistants liable for PRSI Class A. Payment of salary during periods of absence is dependent on compliance with PRSI regulations.

FORM OF AUTHORISATION - ILLNESS BENEFIT PAYMENTS

I have read and understand the conditions and procedures involved in the operation of illness benefit pay schemes applicable to SNA's.

I am aware that depending on my PRSI contribution record I may be entitled to payment from the Department of Employment Affairs and Social Protection in respect of absences under these schemes.

I acknowledge that payment from the Department of Education and Skills during absence on illness leave will be subject to the following conditions:

- (a) that I make the necessary claims for illness benefit to the Department of Employment Affairs and Social Protection within the required time limits and will, to the best of my ability, comply with whatever requirements are laid down by that Department as a condition of claiming such benefit;
- (b) that I agree to any amendments to the payment of the Illness Benefit scheme that may be introduced by the Department of Education and Skills in the future.

I also acknowledge that any payments due to me from the Department of Employment Affairs and Social Protection in respect of such absences under the current arrangements for payment may be recovered by deduction from my salary in the event that I fail to comply with the foregoing conditions.

Accordingly, I accept that in order to ensure compliance with the above undertaking and the illness leave regulations, the Department of Education and Skills may be required to make direct contact with the Department of Employment Affairs and Social Protection to establish what payments were made to me, when they were made and the amount and duration of such payments.

I hereby authorise the Department of Education and Skills to make such enquiries. I understand that any information obtained from the Department of Employment Affairs and Social Protection will be used only for the foregoing purposes and will not be disclosed to any unauthorised person.

Signed (SNA) _____

Date _____

PPS No. _____

School Roll No _____

SNA Checklist and Declaration

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

1. I the undersigned declare that the information recorded in this document is true accurate and complete. 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.
2. I have read, signed and received my contract of employment and agree to abide by the terms (Circ 0012/2005 and 0015/2005 refer) and I understand that this post may be terminated by means of redundancy and I have read and familiarised myself with the terms of Circ 0058/2006 which governs the SNA Redundancy scheme.
3. 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.
4. I confirm that, in accordance with the requirements of Garda Vetting Circular 0031/2016, I have provided the school authority with a child protection related statutory declaration which was made in the current or the previous calendar year.
5. I 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 persons in which I would be placed by virtue of my appointment to an SNA post in this school.
6. 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.
7. I am aware that I am not now, or in the future, required to disclose to a school authority details of any convictions regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 but that, in accordance with Section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.
8. 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.
9. **I will refund to the Minister for Education and Skills any monies to me which are not properly payable. I agree to comply with the Department's Overpayment Policy as outlined in Circular 84/2015 in this regard.**
10. I understand the conditions and procedures involved in the operation of maternity/adoptive pay schemes.
11. I have read the SNA Payroll Information Note.
12. I have signed the mandate form, Form of Authorisation (illness benefit payments).
13. I understand that upon receipt of all relevant documentation in the Department it may take 8 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.
14. 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 be such as to interfere with the fulfilling of my duties and responsibilities to the school.
15. Additional Superannuation Contribution (ASC) arises from the Public Service Stability Agreement (PSSA, 2018-2020) and the provisions of Part 4 of the Public Service Pay and Pensions Act 2017.

Further information regarding ASC can be found on the Department's website at www.education.ie

SNA Signature _____

Principal/Chairperson's Signature _____

Date _____

Principal/Chairperson's Checklist and Declaration

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

1. All relevant sections of this document have been completed and the details therein are true and accurate.
2. 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 SNA (Circ 12/05 and 15/05 refer).
3. 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.
4. In the case of new appointees to the school, I certify that, I have checked employment references with at least 2 of the most recent employers and also verified with them the most recent employment history.
5. I have received confirmation of fitness to undertake duties as an SNA in respect of the proposed appointee from the Occupational Health Service.
6. I verify that the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, and Garda Vetting Circular 0031/2016 have been met in respect of this proposed appointee.

Principal/Chairperson Signature _____

Date: _____

DATA PROTECTION PRIVACY STATEMENT

The **main purpose** for which the Department requires the personal data provided by you is the payment of wages. It is also necessary for the payment of pension at retirement. The personal data provided may be exchanged with your school in respect of your appointment as required by your contract; the Teaching Council, where appropriate, in respect of the status of your registration, the Revenue Commissioners, the Department of Employment Affairs and Social Protection., the Department of Public Expenditure and Reform as required by law; and any other bodies whom you have instructed to arrange for voluntary deductions to be made from your wages. The privacy notice outlining further information in relation to this form can be found at www.education.ie

Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

Once fully completed, this document should be returned to the following address:

Please include the Roll No. on the outside of the envelope

Non-Teaching Staff (NTS) Payroll Division,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath
N37 X659

Contact Details 0906 48 4136
ntspayroll@education.gov.ie

Employer Reg No 9599516K

**Payment on the first issue of the 2020/2021
school year can only be guaranteed if this
form is received by NTS Payroll Division by
Friday 10th of July 2020**

Civil Status

11 options that describe a person's relationship in law with another:

1. Single
2. Married
3. Civil Partner
4. Divorced
5. Co-habitant
6. Judicially Separated
7. Separated
8. Former Civil Partner
9. Widowed
10. Surviving Civil Partner
11. Unknown

If Civil Status is not known, "Unknown" is selected until status is determined.

DEFINITION OF CIVIL STATUS (AS RECOGNISED UNDER IRISH NATIONAL LAW):

Option	Definition
Single	An individual who has never been married or in a civil partnership.
Married	An individual or two persons of any gender who have registered a marriage with the State.
Civil Partner	An individual who is either of two persons of the same gender who are parties to a civil partnership registration recognised by the State that has not been dissolved or the subject of a decree of nullity.
Divorced	An individual who was previously married and a decree of divorce has been granted by the relevant court under Family Law (Divorce) Act 1996 or is so recognised under Irish law.
Co-habitant	A cohabitant is one of 2 adults (whether of the same or the opposite gender) who live together as a couple in an intimate and committed relationship and who are not related to each other within the prohibited degrees of relationship or married to each other or civil partners of each other.
Judicially Separated	An individual who has been granted a decree of judicial separation under the Family Law Act 1995 or is so recognised under Irish Law.
Separated	An individual who has separated by agreement without having obtained a decree of judicial separation under the Family Law Act 1995.
Former Civil Partner	An individual that was in a registered civil partnership that has been dissolved (other than through the registration of the marriage of a couple previously in a registered civil partnership).
Widowed	An individual that was married and has been predeceased by their spouse and who has not subsequently remarried.
Surviving Civil Partner	An individual that was civil partnered and has been predeceased by their spouse and who has not subsequently entered another civil partnership or married.
Unknown	This field is used when the current civil status of a member is not known and cannot be readily established. This field is only used until the civil status is determined.



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 2020

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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 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 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. Details are available on www.education.ie

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.

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.

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 basic 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. Select Education Staff on the Home Page. Then select Payroll/Financial from the list of options on the right side of the page.

SPECIAL NEEDS ASSISTANTS SUPERANNUATION SCHEME

Information on the Special Needs Assistant Superannuation Scheme is available on the Department’s website at <https://www.education.ie/en/Education-Staff/Services/Retirement-Pensions/>.

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

MATERNITY / ADOPTIVE BENEFIT

Depending on your PRSI contribution record, you may be entitled to payment from the Department of Employment Affairs and 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 Employment Affairs and 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 Employment Affairs and 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 Employment Affairs and 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 Employment Affairs and 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.

If you do not have a *Personal Public Service Number (PPSN)* (usually in instances where this is your first employment in Ireland), you should contact the Department of Employment Affairs and Social Protection (DEASP).

When you have a PPSN number, Payroll section will request a *Revenue Processing Notification (RPN)* from Revenue on your behalf. Upon retrieval, the information on the RPN will be used to calculate the tax deduction on your salary in this employment.

If this Department cannot retrieve an RPN for you, you will be taxed at emergency rates. Emergency tax may result in excessive tax deductions. It is in your interest to ensure that you allocate appropriate credits and cut off point to your employment in order to avoid having too much tax deducted. This can be done by registering for Revenue's online service myAccount on www.revenue.ie quoting your Personal Public Service Number (PPSN) and Payroll No.

Once this Department receives your cumulative RPN, any excess tax deducted, within the current tax year (1st January-31st December), will be repaid to you through the payroll provided you remain on pay.

You are reminded that you should examine your RPN on myAccount to ensure that it is correct in relation to your circumstances. The Department of Education and Skills cannot alter tax details for any SNA and must act on tax instruction from the Revenue Commissioners.

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 40%.

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:

- 0.5% on income up to and including €12,012.00
- 2.0% on income from €12,012.00 to €20,484.00
- 4.5% on income from € 20,484 to €70,044.00 and
- 8% on income from €70,044.01 and over.

Further information is available on PAYE and USC on the Revenue website www.revenue.ie/en/tax/usc/index.html

ADDITIONAL SUPERANNUATION CONTRIBUTION (ASC)

From 1 January 2019, the ‘Pension Related Deduction’ (PRD) was replaced by a permanent pension contribution, the ‘Additional Superannuation Contribution’ (ASC). In general, what a public servant pays in ASC is lower than what they would have paid in PRD.

Unlike PRD, ASC only applies to a public servant who is a member of a public service pension scheme and is chargeable on pensionable income. This means that, unlike PRD, income such as non-pensionable allowances and non-pensionable overtime is not generally subject to ASC.

ASC is charged at different rates depending on income levels, pension scheme and pension terms, and with exemptions for income below certain levels. There was temporary exemption levels in place for 2019, with a permanent set of exemption levels to apply from 2020 onwards.

Further information is available at the following: <https://www.gov.ie/ga/policy-information/a97614-public-service-pensions/?fl=en%23additional-superannuation-contribution-asc>

PRSI CALCULATION

PRSI is a form of social insurance, which is administered by the Department of Employment Affairs and 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 Employment Affairs and 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 Employment Affairs and Social Protection, which outlines the various classes of PRSI contributions. Any queries on benefits payable should be directed to the Department of Employment Affairs and Social Protection. Information leaflets on benefits payable by the Department of Employment Affairs and Social Protection are available on their website: 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. Your PRSI class will be on your pay slip. When you get your pay slip, please verify that your PRSI Class is correct. If it is incorrect, written notification of your correct PRSI Class should be obtained from the Department of Employment Affairs and Social Protection and forwarded to the NTS Payroll. On receipt of this notification your PRSI Class will be amended.

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.

SERVICE IN ANOTHER EU MEMBER STATE

Circular letter 49/2016 sets out details of arrangements for the recognition of previous service in an analogous position in the public service of another EU Member State.

Serving SNAs who are classified as post-1 January 2011 entrants and who have previous SNA service in an analogous post in the public service of another EU Member State may now apply to have such previous periods of service assessed to determine the appropriate salary scale payable.

This is done by completing the application form attached to the circular linked below.

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2016.pdf

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 0084/2015 refers. This circular is available in your school and on the Department's website: www.education.ie.

CHANGE OF PERSONAL DETAILS

For data protection purposes **all changes of personal details must be submitted in writing and signed**. Please quote your PPSN and the exact change required. For a change of name, please submit a copy of the relevant certificate. The notification should be addressed to the postal address at the end of this document.

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 at www.education.ie

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 (IB1/Certificate of Incapacity for Work). The sick leave absences should be keyed to the On Line Claim System (OLCS) by the school. The Illness/Injury First Certificate Form (IB1/Certificate of Incapacity for Work) should be forwarded directly to the Department of Employment Affairs and Social Protection (DEASP) within 7 days of the start of the illness **and must include your payment details**. Staff are no longer required to send their claims to the Department of Education and Skills for processing.

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](http://www.education.ie/en/Education-Staff/Services/Payroll-Financial/Payroll-Services-and-Information.html)

A new Public Service Sick Leave Scheme, which applies to SNA's, was introduced from 1st September 2014. The details are set out in Circular 0060/2019 and is available on the Departments website www.education.gov.ie

NON-TEACHING STAFF PAYROLL CONTACT DETAILS

E-mail: 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, N37 X659

Useful Websites:

www.education.ie	Department of Education and Skills
www.per.gov.ie/pensions	Department of Expenditure and Public Reform
www.revenue.ie	Revenue Commissioners
www.welfare.ie	Department of Employment Affairs and Social Protection