

University College Dublin

Payroll Set Up Form - Research Scholarships

IMPORTANT NOTES

1. Complete in BLOCK CAPITALS (Black) only.
2. Your PPS Number **MUST** be quoted below.
3. No payment can be made without completion of this set-up form. This signed form should be returned to **Research Finance Office, Room 107, Tierney Building**, accompanied by the Scholarship Authorisation Form and the Revenue Commissioners' Scholarship Exemption Declaration Form, by the **20th of the month for payment at the end of the following month.**
4. If any of the details below change, please write notifying the Compensation & Benefits Section/UCD HR, Tierney Building, UCD, Belfield, Dublin 4.
5. Payment is by credit transfer only to your bank account. Please ensure you complete the bank details section below.

GENERAL INFORMATION

Have you ever been paid by UCD: ☐ YES ☐ NO If Yes, Personnel No: P _____

Student No: _____ Email Address: _____

School currently registered to: _____

Start Date of Scholarship: ____/____/____ End Date of Scholarship: ____/____/____

Surname: _____ Forename(s): _____

Known as: _____

Permanent Address: _____

Address for correspondence if different: _____

Telephone: _____

Nationality: _____

PPS No.: _____

Sex: ☐ MALE ☐ FEMALE

Date of Birth: ____/____/____

Title: (Mr/Ms/Mrs/Dr): _____

Bank/Building Society: _____

Account No.: _____

Sort Code: _____

Bank/Building Society Address: _____

Student Signature: _____ Date: ____/____/____

--

TO BE COMPLETED BY COMPENSATION & BENEFITS

Post No.: _____	Research Account No: _____
Personnel No: P _____	Cost Centre: _____
Commenced: <input type="checkbox"/>	Status: _____
Payroll Record Set Up: <input type="checkbox"/>	Sub-Status: _____
Data Input Check: <input type="checkbox"/>	Category: _____
Pay Group: _____	Sub Category: _____
Payscale: _____	Point: _____
Location: _____	Tax Credit: _____
Authorisation: _____	
Date: ____/____/____	

This form should be completed & returned with the Scholarship Authorisation Form and the Revenue Commissioners' Scholarship Exemption Declaration Form to:

**Research Finance Office
Room 107
Tierney Building
University College Dublin
Belfield, Dublin 4**

**DEADLINE FOR RECEIPT OF FORMS: - 20TH OF THE MONTH
FOR PAYMENT AT THE END OF THE FOLLOWING MONTH.**