 

University College Cork

**REQUEST TO BE PAID ELECTRONICALLY VIA PAYPATH**

Employee First Name and Surname

Employee Address

|  |
| --- |
|  |
|  |
|  |

**Staff No. (existing staff only)**

|  |
| --- |
|  |

|  |
| --- |
| **PPS Number** |
| **\* PPS Number is 7 digits and 1 or 2 letters** |

|  |
| --- |
|  |

Bank Name

|  |
| --- |
|  |

Bank Address

|  |
| --- |
|  |
|  |

Name In Which Account is Held

|  |
| --- |
|  |
|  |

|  |
| --- |
| **IBAN** |
| [\* You can check your IBAN](http://www.ibancalculator.com/) |

|  |
| --- |
|  |

BIC

|  |
| --- |
|  |

Employee Email Address

|  |
| --- |
|  |

Employee Phone Number

|  |
| --- |
|  |

**Employee Signature (original or digital)**

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

***New Staff please return to your department manager / administrator Existing staff please email to*** ***payrollqueries@ucc.ie*** ***by the 15th of the month***

****

**STAFF RECORDS FORM**

 **Personal Data**

|  |  |
| --- | --- |
| **Forename:**  | **Title**: Mr. □ Mrs. □ Ms. □ Prof. □ Dr. □ |
| **Surname:**  | **Date of Birth:***(e.g. 01 SEP 66)*  | D | D | M | M | M | Y | Y |
| **Home Address:**  | **Sex**: Male □ Female □  |
|  | **Home Tel No**: ( ) |
|  | **Work Tel No:** ( ) |
|  | **PPS No:**  |
|  | **UCC Staff No**:*(if known)* |
| **Civil Status**: Single □ Married □ Divorced □ Separated □ Widowed □ Civil Partnership □ Dissolved Civil Partnership □ | **Nationality**:  |
| **Spouse Name**:  |  |

 **Emergency Contact Details**

|  |  |  |
| --- | --- | --- |
| **Emergency Name:**  | **Relationship to employee:**  | **Emergency Tel No (1):**  |
| **Emergency Address**:  | **Emergency Tel No (2):**  |

 **Dependent Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Names**: | **Dates of Birth**: | **Relationship to Employee:** | **Sex:** |
|  |  |  | Male □ Female □ |
|  |  |  | Male □ Female □ |
|  |  |  | Male □ Female □ |
|  |  |  | Male □ Female □ |

 **Third Level Education**

|  |
| --- |
| **Qualifications Obtained:** □ Doctorate □ Masters □ Primary Degree □ Higher Diploma □ Diploma □ Certificate □ Professional Qualification □ Secretarial Course   □ Other *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Title of Qualification/Year Awarded/Institute** | **Abbreviation (e.g. BSc)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |