 

University College Cork

**REQUEST TO BE PAID ELECTRONICALLY VIA PAYPATH**

Employee First Name and Surname

Employee Address

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

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

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Bank Name

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Bank Address

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Name In Which Account is Held

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

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BIC

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Employee Email Address

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Employee Phone Number

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**Employee Signature (original or digital)**

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Date

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|  |

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

**A black and blue logo

Description automatically generated**

**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**

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| --- | --- | --- |
| **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)** |
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