



Orientation Booklet for New Staff





CONTENTS

Getting Started	3
Orientation “To Do” List	4
Sample Local Orientation Checklist	5
Payroll Information	8
Benefits	10
General Information	13
Terms and Conditions	16
HR Local and Contact Information	17
Forms for Completion	18
Maps	19



Professor Patrick G. O'Shea, President, UCC

Getting Started

Welcome to UCC and congratulations on your new role. I am delighted you have chosen to work with us and I hope that you find this welcome pack helpful.

Originally founded in 1845 as Queen's College Cork, UCC is one of Ireland's oldest institutions of higher education. Over 150 years later, our University is internationally acclaimed as one of the top 2% of research institutions in the world.

As a new member of staff, we would like to do everything possible to assist you in your new role in UCC and to ensure that your time with us is mutually rewarding. Learning about the university, its people, systems and procedures is likely to be an incremental process across the coming months and most will occur informally on the job. In addition, the university offers a number of supports to assist you during this period:

1. Before you commence, the Department of Human Resources will provide a range of information which will enable you to 'settle in' quickly into the university.
2. On commencement, your School/Department/Discipline will provide the most important component of the process, the local orientation, to introduce you to your new colleagues, environment and associated work practices
3. The Department of Human Resources will facilitate you with a formal information session as part of the UCC Orientation Programme where more general information on the university will be provided
4. All of the above will be supported by more detailed information on the UCC HR website's [Orientation Portal](#).

Academic staff can also avail of a number of programmes and lunch-time seminars through **Ionad Bairre** and the **Teaching & Learning Centre**. You are encouraged to fully engage with the Teaching and Learning Centre as a vital part of your familiarisation process. Details of the seminars can be found at the [Teaching and Learning](#) website.

If you find that there are aspects of working with UCC that have not been covered in these programmes and would be a useful addition to our Orientation Portal, please email your comments to [HR Queries](#).

Orientation “To-Do” List

In my first week of employment:

- I need to ensure that I have given my PPS number to the Department of Human Resources
- I need to ensure that I have received a Staff Number from HR. Your staff number is your unique identifying number for access to University services. (I must give my PPS number to HR in advance of receiving a Staff Number)

Note: Your Staff Number may already be stated on your contract of employment

- I need to meet with my manager or designated colleague to complete my “Local Orientation Checklist” (as outlined in this booklet or departments/schools may have developed their own local orientation checklist). Please check with your Head of School/Department/Discipline or the School/Department/Discipline Manager.
- I need to e-mail traininganddevelopment@ucc.ie to reserve a place at the UCC Orientation Programme (I need to inform my Head of Academic Unit/Department that I am attending)
- I need to make sure that Payroll have my tax details (refer to PAYROLL section, page 8)
- I need to make an appointment to receive a Staff ID card. To obtain a staff I.D. card, I need to make an appointment with the Operations Centre in HR at 021 4903603. An ID card may be processed once the UCC staff number is in place. Please note that access to the UCC library and some buildings on campus cannot be gained without this ID card
- I need to make sure my School / Department/Unit have set up my IT and telephone access (you must have your Staff Number from HR to set this up)
- I need to familiarise myself with my terms and conditions of employment
- I need to familiarise myself with this booklet
- I need to ensure that the [Forms](#) are completed and sent back to the relevant offices. Please complete the Forms Checklist on page 21 to ensure that all of the necessary documentation is completed.

Sample Local Orientation Checklist

NB: The checklist below is a sample Orientation Checklist. Please note that a number of units currently have an established checklist\programme in place.

The “local orientation” is the most important part of the orientation process and this checklist is designed with your integration in mind.

It is recommended that the following points should be covered during your discussion with your Head of Unit (or designated colleague) on arrival. A basic level of information around the role and functions of the School/Department/Discipline must be provided on commencement.

My Staff Number:

My Phone Number:

Familiarise new staff with:

- Their office/workstation
- Supply with any keys, security numbers for door(s), as appropriate
- Inform of after hours procedures, e.g. exits available and times of locking
- Location of Toilets
- Catering facilities (particularly those in the vicinity)
- Entrances/exits to building

Consider:

Identifying a ‘buddy’ from within the department to be a point of contact for a new staff member during the first weeks/months of appointment

Note: A mentor will have been identified for academic staff who are subject to the Academic Probation and Establishment Process. See [Academic Promotions & Establishment](#) for further information. If you have been assigned a mentor, his/her name will normally have been communicated to you in your contract of employment.

School / Department/Discipline information:

- Introductions to colleagues and tour of the School / Department
- IT and phone set up
- Contact details for colleagues and School / Department
- Details of “local arrangements” regarding holidays and working hours.
- Who to contact when absent or sick
- Dress codes (if applicable)

- Mail collection and post
- Location of stationary supplies and procedures for ordering
- Location of photocopiers / scanners / fax machines / printers / phones / post
- Details on access to buildings and swipe cards (if applicable).
- Parking facilities (see General Information pg 14 for more additional information)
- Diagram of the departmental structure and where the new appointee will fit
- Details of training opportunities available to them
- Required notifications and job risk assessment w.r.t. pregnant employees and nursing mothers
- Protocols for departmental reporting and logging of faults with equipment, facilities, utilities, buildings, grounds

Job Information

- Discuss what is involved in PMDS for new staff on a minimum of a one year contract. To book training please contact [Angela O'Donovan](#), Manager-HR Strategy & Organisational Development.
- Overview of the [UCC Strategic Plan](#)
- Overview of the School / Unit strategy and how it applies to my work
- Details of the specific duties assigned to me and expectations
- Reporting and communication lines in the School / Unit
- Overview of the responsibilities assigned to others in the School / Unit.
- Organisation charts for my area.
- General information on projects and committees within my School / Unit
- Outline of my immediate work plan
- Outline probation review meetings and important milestones and targets I need to be aware of as per relevant probation policy

Health and Safety Information

- School/Dept Fire Marshals, Fire Safety and evacuation procedures, including fire exits, where the fire equipment is kept and location of fire assembly points and which one they would most often use. Specific fire evacuation protocol for persons with disabilities or temporary injuries (which may include re-location to ground floor areas)
- First aid facilities in the School/Dept, including nominated first aiders, location of first aid box, chemical spill response kits (where relevant) and what to do in an emergency
- Details of hazardous materials on site (if applicable)
- Fire prevention protocols including keeping fire doors closed and prohibitions on storage of

equipment, materials, bicycles or refuse in building escape routes

- No smoking policy
- Copy of local safety statement (For overall UCC Safety statement, see the University [Health and Safety Office](#))
- [Overview of Occupational H&S at Work](#)
- Specific Health and Safety training, instruction and information which the employee must receive and undertake. Refer to full list of [H&S Training Courses](#)
- A number of [e-Learning Health and Safety Courses](#) must also be undertaken by new staff

Teaching and Research (if applicable)

- Details on current teaching and research in my area
- Ionad Bairre, the [Teaching and Learning Centre](#)
- [Graduate Studies](#)
- [Learning Technologies Unit](#)
- [Research and Industry](#)
- [Office of the Registrar and Senior Vice-President Academic](#)
- [Institutional Research Information System \(IRIS\)](#)

Personal Development Plan

- Details of development needs identified by Selection Committees, where specified, and plans to address these needs with related timescales identified

Signature of Line Manager/Head of Unit

I verify the foregoing and confirm that details have been sent to the Head of Unit (where the Head has not conducted the local orientation)

Name:

Date:

Signature of new staff member:

I verify the foregoing and confirm that local orientation is completed

Name (staff member):

Date:

This form should be stored at local level by to your line manager/ Head of Academic Unit (or nominee)

Payroll Information

PPS (Personal Public Service) Number

All employees in Ireland have a PPS (Personal Public Service) number for tax purposes. The PPS number is issued by the *Department of Social & Family Affairs, Hanover Quay, Cork. Tel: 021 4270055.*

Directions (from UCC): Continue along College Road to St. Finbarr's Cathedral. At the cathedral take a left & continue past St. Aloysius School, take the next right & their office is located on the bridge (Clarke's Bridge).

Before registering with the Income Tax Office, it is necessary to obtain this number. **On receipt of PPS number, individuals should inform the Income Tax Office and the Department of Human Resources of their number.**

Before visiting the Department of Social, Community & Family Affairs, you will need the following documentation to bring with you for your first visit:

Irish Citizens

- Birth Certificate (long version)

And

- Photographic ID, such as your passport or driving licence

And

- Evidence of your address, such as a household bill in your name

Non-Irish Citizens

- Passport or National Identity Card

And

- Evidence of your address, such as a household bill in your name

Evidence of Address – You will be required to present a recent utility bill (ESB, telephone, gas etc.) showing your address. If resident in a guest house/bed and breakfast, you will be required to present a letter on headed notepaper from the guest house, stating that you are staying there.

Full information on the PPS system is available at the [Social Protection](#) site.

How to Register for Income Tax

Once you have your PPS number you can register for income tax. New members of staff, who do not have any previous employment in the State, should register with the *Income Tax Office, Assumption Road, Blackpool, Cork. Tel: 1890 222 425 or 021 4966077- unit 420 deals with UCC queries.*

Directions (from Cork City Centre): From the City Centre, cross the Christy Ring Bridge by the Opera House. Continue past the Heineken Brewery for about 200 yards & take a right at the traffic lights & continue on that road. You will pass the Blackpool Credit Union & the Income Tax Office is located nearby on Assumption Road. Alternatively, you can take the No 3 Bus from the city centre to Blackpool.

Staff already employed in Ireland prior to commencing employment with UCC should submit their P45 certificate to Payroll Office, UCC as soon as they commence employment.

You will also need to apply for a certificate of tax credits by completing Form 12A - Application for Certificate of Tax Credits and Standard Cut-Off Point. The Income Tax Office will forward a Tax Certificate to Payroll Office, UCC, within a number of weeks.

For full details on how to apply for a PPS number and a tax credit certificate please visit the [Citizen's Information](#) site.

For any enquiries concerning payroll please contact UCC Payroll Office 021 490 3786.

How to Open a Bank Account

As salaries are payable into a bank account nominated by a staff member, new members of staff who have not previously been resident in Ireland may need to open a bank account. There is a branch of Bank of Ireland on campus on Level 1 of the Student Centre. There are also branches of various banks within walking distance of campus.

In order to open a new account, the bank will require confirmation of the staff member's current permanent address (i.e. Cork address by way of a utility bill, car/house insurance, tax/social welfare documentation etc.)

If a new staff member does not have this documentation, some banks will also accept a letter from UCC confirming the staff member's Cork address. However in addition, the staff member should also bring some documentation with them to confirm their permanent address prior to moving to Cork i.e. driver's licence, bank statement, or current utility bill. The address confirmation is required in addition to photo ID by way of the staff member's passport or driver's licence to open the account.

Further information on the bank's services can be found at the [Bank of Ireland](#) website.

Benefits

This section outlines some of the benefits accruing to you as a new staff member with University College Cork:

- Holiday Entitlements
- Pension Scheme
- Salary Protection in the event of Illness (ICP)
- Group Personal Accident Scheme
- Additional Voluntary Life Assurance
- Healthcare Insurance Discounts
- AA Insurance
- Employee Assistance Programme
- The UCC Advantage Scheme
- UCC Travel Pass Scheme
- UCC Staff Sports and Social Club
- Cycle to Work Scheme
- Fee Concessions
- Training Opportunities and Staff Development
- Work-Life balance Initiatives
- Crèche Cois Laoi
- Mardyke Arena

Holiday Entitlements

Generous holiday leave entitlements accrue to staff at UCC. Those specifically relating to you are listed in your Contract of Employment. Staff other than academic staff receive an additional two days annual leave following five years continuous service. If you would like to receive further information relating to annual leave entitlements, please contact the Operations Centre in HR at 021 4902674 or email Kathy O'Connell.

Pension Scheme

Membership of this scheme is mandatory. UCC operates very attractive pension schemes explained on the [Pension Scheme Booklet](#). If you would like to receive further information relating to your pension or if you are unsure which scheme you are a member of please email pensions@ucc.ie with your staff number and request.

Salary Protection in the event of Illness (ICP)

Membership of this scheme is mandatory for all permanent employees and staff on Contracts of Indefinite Duration. Fixed Term staff who have completed a minimum of 1 years' service may join if they wish. Administered through Willis, this scheme is designed to provide an invaluable income in the event of you being unable to work due to illness or accident at a contribution rate of 0.80% of salary. Deductions are made directly from salary and attract full tax relief. To be granted immunity to medical underwriting and become an automatic entrant to the scheme, please fill out the ICP Form within the first

2 months of eligibility and return to Human Resources. Applications received after 2 months will be subject to medical underwriting and may result in your application being declined by the Insurance Company. For further information, please contact the Operations Centre in HR at 021 4902674 or email Kathy O'Connell.

Group Personal Accident Scheme

Membership of this scheme is mandatory. The scheme applies to all employees of the University (subject to individual acceptance by Insurers). Provides cover 24 hours a day, 7 days a week, worldwide, specifically in relation to accidents. Each employee contributes by way of monthly (or weekly) deductions from salary at the rate of .06 of 1%. In addition, Insurers will provide cover for a career break of up to one year's duration. If cover is required, the full premium for the year must be paid in advance. Contact the Payroll Office to make arrangements.

Additional Voluntary Life Assurance

Membership of this scheme is optional. Administered through Willis, Additional Life Cover provides a lump sum to your dependents in the unfortunate event of your death. The contribution rate of 0.30% of salary is the same regard less of age, sex, and whether you smoke or not. The level of cover under this plan is two times salary. Deductions are made directly from salary and attract full tax relief.

For further information, please contact the Operations Centre in the Department of Human Resources at 021 4902674 or email [Kathy O'Connell](mailto:Kathy.O'Connell).

Healthcare Insurance

VHI, Laya Healthcare, Aviva Healthcare and GloHealth offer UCC staff members a payroll deduction facility. There is an inbuilt discount in their suite of Corporate Policies. Should you wish to avail of healthcare insurance, you are free to choose the provider that most closely matches your needs. All schemes provide varying rates of health care cover for hospital accommodation, consultants' fees, GP visits, in-patient and out-patient treatment, etc.

For further information, please contact the Operations Centre in Human Resources at 021 4902674 or email [Kathy O'Connell](mailto:Kathy.O'Connell)

AA Insurance

AA Insurances offer a discount scheme for UCC staff for motor, home and travel insurance. For further information, please visit the [Office of Corporate and Legal Affairs](#) website.

Employee Assistance Programme

The UCC Employee Assistance Programme (EAP) is a free and confidential service for UCC employees, their household family members (counseling is only available to children over the age of 16) and retired staff. To ensure the confidentiality of the service, the programme has been outsourced to Employees . Information and advice on consumer, financial and legal issues are available on the website www.employeesfirst.ie (user name : ucc password: eap) or free-phone 1800201346. Telephone counselling and short term face-to-face counselling (up to 8 sessions per issue) with qualified professionals is also available free of charge to all users. Calls can be made anonymously.

The UCC Advantage Scheme

The Department of Human Resources has developed a discount scheme through which staff members can benefit from group rates on a wide range of goods and services from a variety of local and national suppliers. For a full list of participants and special offers please see [Advantage Scheme](#).

UCC Travel Pass Scheme

The University can now purchase annual bus and rail commuter tickets for employees without being subject to benefit-in-kind. In addition the payment is not subject to employer PRSI so there are big savings all round. For further information, please see [Travel Pass Scheme](#).

UCC Staff Sports and Social Club

There is a Staff Sports and Social Club in operation in the University. For further information and details on how to join and news on upcoming events please see [Staff Sports and Social Club](#).

Cycle to Work Scheme

Thanks to the Government's tax relief scheme, employees can save income tax and PRSI on the purchase of a bicycle and related safety equipment, when they buy it through their employer and the price is deducted from their salaries over a maximum of 12 months. Condition is that the bicycle must primarily be used for the commute to work (or parts thereof) or travel between work places. Procedures, conditions and the relevant forms can be located on the following webpages <https://www.ucc.ie/en/build/commuting/cycling/c2w/>

For any enquiries, email the UCC [Commuter Plan Manager](#).

Fee Concessions

Fee concessions may be granted to staff members in order to undertake relevant courses of study which have been agreed with the Head of Academic Unit and Head of College. For details on terms and eligibility, please see the [HR Policies and Procedures](#). Alternatively, please contact the [Staff Welfare and Development Team](#) on 3591.

Training Opportunities and Staff Development

The Department of Human Resources has a dedicated team which provides a wide-ranging training and development service for all Staff. An annual [Training Plan](#) highlights training provided across the university for all staff. The [Training Calendar](#) provides a monthly view of the training available. For More information, please visit the [Training and Development](#) webpages. Courses are also advertised on "All Exchange Users" (internal email) to the relevant participant group.

The UCC Performance Management Development System (PMDS) is designed to ensure that individual effort and career development is nurtured appropriately. Performance and Development Review may be defined as a joint process, which enables a staff member and the person(s) to whom one reports to agree together relevant objectives, which are clearly linked to the mission of the department/area and the University, and any associated support, which is needed to help attain the agreed objectives. For further information on PMDS, please see [PDRS Policy](#).

As part of UCC's ongoing commitment to training and retaining the best staff, we hold ourselves to the highest standard of customer service and excellence. Our training solutions are geared to deliver on both organisational goals and needs of staff. In addition, we are an internal resource for advice and help around personal career planning, staff development and customised training in your school or support area.

Work-Life Balance Initiatives

UCC supports a number of work-life balance initiatives such as the Shorter Working Year Scheme, part-time employment etc. which may be availed of subject to operational requirements and the support of your School/Department. A full list of leave policies can be found on the [HR Policies and Procedures](#) webpage.

Crèche Cois Laoi

There is a Crèche located on campus. Details can be found at [Crèche Cois Laoi](#). It should be noted that enrolment policies are not the responsibility of HR and the crèche should be contacted directly for further information.

Mardyke Arena

The University's sports centre is located at the Mardyke. The centre incorporates a swimming pool, gym,

sports hall and other facilities. UCC staff members are eligible for significant discounts on membership fees. Subscriptions may be deducted from salary by arrangement. For further information contact the Mardyke Arena at 021 4904751 or visit the [Mardyke Arena](#) website.

General Information

This section outlines details of some of the facilities on the UCC Campus and other general information.

- Parking and Traffic
- Restaurants and Coffee Shops
- Banks
- Newsagent/Grocery Shops/Bars/Bookshop
- The Employee Assistance Programme
- Trade Union Information
- Moving to Ireland
- Useful Internal Contact Numbers

Parking and Traffic

Car Parking - Campus Car Parks

Swipe keys, which permit vehicle entry at any of the barriers to the main campus, are available to permanent and Tenure B staff members, fixed term staff with more than three years' continuous service with the University and all disabled staff. Swipe keys are available from General Services, Buildings & Estates Office (Ext 2251).

Permanent members of staff are eligible to park in any of the car parks on campus. Car parking spaces are limited and are available on a first come, first served basis.

Car parking on the main campus is available on the following locations:

- Staff Car Park located on UCC Main College Road entrance
- Staff Car Park located at the back of the Kane (Science) Building
- Staff Car Park located in Aras na Laoi
- Staff Car Park located in Aras na Laoi (Biosciences underground). **Daily charge of €2 on exit.**
- Staff Car Park located on O'Donovan's Road (Geography)
- Staff Car Park located on Brookfield Health Sciences Complex. **Daily charge of €2 on exit.**
- Staff Car Park located in Western Gateway Building. **Daily charge of €2 on exit.**
- Staff Car Park located on North Mall. **Daily charge of €2 on exit.**
- Student/staff Car Park located on Perrott Avenue /College Road **Hourly charges.**
- Student/staff Car Park located on Perrots Inch /Gaol Cross. Available. **Hourly charges.**

Please note that parking charges for non-UCC staff operate in the evenings in the following Campus car parks:

- Main Campus car park
- Aras na Laoi / Food Science / Bioscience UG car park
- Geography car park (Donovan's Road).

- The North Mall car park will follow soon.

The charge is €2 on exit and will apply for cars **leaving after 19.00 (Mon-Fri)**. Payment will be by coins **ONLY** at the exit barriers.

UCC staff will NOT be subject to the charge. The following procedures will apply:

The exit barriers will remain down. UCC staff members in possession of a swipe key are asked to swipe out at the exit barriers in order to lift the barrier (overriding the payment). Therefore, the following exits have been equipped with swipe key readers:

Main Campus: Main Entrance on College Road only.

Aras na Laoi / Food / Biosciences: Aras na Laoi exit (to Gaol Walk) only.

The exit barrier in the Biosciences underground car park (€2 on exit during the day) will be open from 19.00 to exclude double charging.

Please note that also the entry barriers to the aforementioned car parks will remain down in the evenings, but will lift automatically on approach. This is necessary to keep the occupancy (FULL) count accurate.

Please note: Charges in the 2 short stay car parks (Perrotts Avenue/College Road and Perrotts Inch/Gaol Cross) are €2 maximum for parking after 18.30 (until close, Mon-Fri).

Car Parking – Park & Ride Facility

UCC operates a Park & Ride scheme which provides free car parking for **all staff** and students. The car parks are situated at the following locations:

1. Dennehy's Cross (PCB Sports Grounds). A free bus service operates on a regular basis to and from College to this car park.
2. Pouladuff Road (near the South Ring Road)

Shuttle buses operate frequent services from inside the Main Campus entrance at College Road. The service also includes UCC's Lee Maltings Complex on Dyke Parade/ Prospect Row (using the bus stop on Dyke Parade/Mardyke St.) Further details on the park and ride service can be found on <https://www.ucc.ie/en/build/commuting/parkandride/>

Public Transport

UCC is served by public transport by two local bus routes (No. 5 and No. 8). Bus stops are located on College Road and Western Road. A dedicated service is also provided from Kent Station to the University.

Further information on car parking including timetables are available at [Visitor's Parking](#)

Restaurants and Coffee Shops

The following list of restaurants are located on or in the vicinity of the campus:

- Staff Common Room (**membership fee applies, contact Ext 2797**)
- Staff Restaurant
- Main Restaurant
- Mini Restaurant
- Student Centre: Club Aras Carvery, Cafe Panorama & Cafe Oasis
- O'Rahilly Building: Seomra Caidrimh & the Coffee Dock
- Elements (Science Building – Ground Floor)
- Bio Café
- Brookfield Café
- Lee Maltings

- Pharmacy Café
- Enterprise Centre
- Café Glucksman
- Old College Bar

Visit [Where Can I Eat?](#) for full details.

Banking

Please refer to page 8 of this booklet, the “Payroll Information” section.

Newsagent/Grocery Shops/Bars/Bookshop

There are various other facilities located on campus. A full list can be found at [Áras na Mac Léinn Retail](#).

Employee Assistance Programme (EAP)

Please refer to page 11 of this booklet, the “Benefits” section.

Trade Union Information

It is entirely a matter for individuals to apply for membership should they so wish. The following Trade Unions are available in UCC: (Please note this list is subject to change)

- SIPTU
- IFTU
- TEEU
- UCATT
- UNITE
- IMO
- IDA
- INO
- IHCA
- OPATSI
- BATU

Moving to Ireland

Useful information for staff members moving to Cork can be found on [Staff Relocating to Cork](#).

Useful Internal Contact Numbers

- Reception – Human Resources (Ext. 3603)
- Helpdesk – Computer Centre (Ext. 2120)
- Security and Services Operative Staff (Ext. 2266/2267)
- Maintenance Helpdesk - Office of Buildings and Estates (Ext. 2480)
- Health and Safety Office – (Ext. 2817)

Terms and Conditions

Your contract of employment contains the most pertinent information relating to your terms of employment. Supporting links to the relevant documentation listed on your contract of employment can be found below:

- [Duty of Respect and Right to Dignity Policy](#)
- [Grievance & Disciplinary Procedures](#)
- [UCC Pension Scheme Booklet](#) (*Compulsory Participation*)
- [Staff Handbook](#)
- [University Safety Policy Statement](#)
- [Staff Sports & Social Club Membership Form](#)
- [Orientation Programme for New Staff](#)
- [Removal Expenses Scheme](#) (*where applicable and for appointees outside Cork only*)

You are also requested to familiarise yourself with the following policies in relation to Codes of Conduct:

- [IT Systems Policies](#)
- [Consultancy Policy](#)

For Academic Staff Only:

Academics are requested to familiarise themselves with the following:

- [Academic Probation and Establishment Scheme](#) (where relevant)
- [Patent/Intellectual Property and Relevant Research Policies](#)
- [Memorandum on Statutory and other provisions for Lecturers](#)
- [Memorandum on Statutory and other provisions for Senior Lecturers and all Professors](#)
- [Progression across the Merit Bar](#) (restricted call taking place)

- [Promotion to Senior Lecturer](#)
- [Promotion to Professor \(Scale 2\)](#)

The UCC HR website contains information on a broad range of policies and topics which would be beneficial for you to read. For a full list, please visit [HR Policies and Procedures](#).

HR Local Contact Information

Should you have any queries in relation to your terms and conditions of employment, please contact your local **HR Manager**:

Ms Maeve Doyle, Ext. 3621

College of Arts, Celtic Studies and Social Sciences, College of Business and Law, Vice President Research and Innovation and Library and Information Services

Ms Helen O'Donoghue, Extn. 2332

College of Science, Engineering and Food Science, Registrar, Vice President for Teaching and Learning and Student Experience

Ms Mary Ward Ext. 2672

College of Medicine and Health, President's Office, Vice President for External Relations, Finance Office, Corporate and Legal Affairs, Buildings and Estates.

Forms for Completion

Please complete the following forms which are located in the [Orientation Form Bank](#) in the HR Orientation web pages. Please complete and send the forms back to relevant offices (as stated below) **in the first week of employment (or before)**.

Please tick to ensure that the following mandatory forms are completed and returned to the Operations Centre, Department of Human Resources, Block E, Food Science Building, University College Cork.

- Salary Protection in the event of Illness (ICP) **(not contained in Orientation Form Bank, hard copy sent with contract of employment as signature is required)**
- Group Personal Accident Scheme
- Staff Records Form / Paypath Form
- Disability Form
- Verification of Qualifications Form from awarding University **(Academic Staff Only)**

Please tick to ensure that the following mandatory form is completed and sent to the Payroll Office, Main Quad, East Wing, University College Cork:

- Paypath form (to ensure that staff are paid electronically into their bank account)
- A P45 certificate must also be submitted to the Payroll Office (for staff who have previously been employed in Ireland)

Please tick to ensure that the following mandatory forms are completed and presented to one of the GP's outlined in the Medical Report forms:

- Medical Report (Section I and II) **(permanent staff only)**

Additional Forms for Completion (Please note that the Schemes below are entirely optional)

- Voluntary Life Assurance Plan (send form to HR Central Services) **(not contained in Orientation Form Bank, hard copy sent with contract as signature is required)**
- UCC Sports and Social Club (send form directly to the Sports and Social Club at address specified on the application form)

The following forms must also be submitted to the H R Operations Centre, Block E, Food Science Building, University College Cork in the first week of employment (or before):

- Your Contract of employment - signed
- Your Original Birth Certificate - photocopy is not acceptable (abbreviated form will suffice)
- Confirmation of exam results, i.e. Leaving Certificate, Diploma, Degree, PhD etc.

MAPS

Please click on the link to download a printable version of the [UCC Campus map](#)

More information is also available on [Online Staff Handbook](#)