# Please tick appropriate category:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **146** | Lecture Rate |  | **149** | Language Centre |  | **159** | Supervisor in Education |  |
| **147** | Tutorial Rate |  | **148** | Demonstration Rate |  | **258** | Other – Occasional Payment |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk-****Ending** | **Please mark number of hours and days worked below:** **Mon Tue Wed Thu Fri Sat Sun** | **No. of****Hours** | **Rate****Per hour** | **Totals****€** |
| **--/--/--** |  |  |  |  |  |  |  |  |  |  |
| **--/--/--** |  |  |  |  |  |  |  |  |  |  |
| **--/--/--** |  |  |  |  |  |  |  |  |  |  |
| **--/--/--** |  |  |  |  |  |  |  |  |  |  |
| **--/--/--** |  |  |  |  |  |  |  |  |  |  |
| **Total payment amount:** | **€** |

|  |
| --- |
| **Please provide a description of the work carried out:** |

Is this claimant already employed by Maynooth University :

###  Yes \_\_\_\_ Please provide employee Staff Number or PPS number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###  No \_\_\_\_ Please complete an online Personnel Form on the HR webpage.

**Name of Claimant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(BLOCK CAPITALS ONLY)**

**Certified by Head of Dept:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Department: \_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  **TO BE COMPLETED BY DEPARTMENT** |  |  | **FOR PAYROLL USE ONLY** |
| **Staff No.** | **Amount**  | **Business Unit** |  |  | **Code** | **PRSI Wks**  | Input |
|  | ***€*** |  |  |  |  |  |  |
|  |  |
|  |  |