

After Becoming an SP, What Happens Next?

1. SP will receive **Script** in advance of educational activity and invited to a **Briefing Meeting** by **SP Educator**

2. SP confirms availability to **SP Educator**

3. On day of educational activity, **SP Must Sign-in** with **SP Educator** upon arrival, and **Must Sign-out** after event for debriefing

6. **Unijobs** confirms **payment date** to **SP** & **processes payment** within **Unijobs'** relevant **4 week payment cycle**

5. **SP Co-ordinator** forwards relevant **hours/timesheets** within **5 days** of receipt to **Unijobs** for processing

4. **SP Educator** forwards **sign-in/sign out/Time-sheets** to **SP Coordinator**

7. SP receives **Payment** and applies for **Tax Rebate** with **Revenue.ie** at end of year, if applicable.