

Leaver's Checklist

To be completed on/before your last day at work

Area	Action	Tick	
<i>Human Resources</i>	Staff ID Card: Hosting Agreement:	Return to HR	
	Annual leave:	All outstanding annual leave must be taken before your last date of work. In exceptional circumstances where it is not possible to facilitate this, a payment in lieu of leave request must be submitted by your line manager by completing Annual Leave and Public Holiday Pay Request Form , prior to the 16 th of the month.	
	Cycle to Work Scheme: Travel Pass Scheme:	If you availed of these schemes, contact HR@nuigalway.ie to arrange repayment.	
	Forwarding Address:	Notify HR if your correspondence details are changing.	
<i>School/Centre</i>	'Handover' Meeting:	Arrange a 'handover' meeting with your Line Manager.	
	Keys/Equipment:	Return any University keys and property such as laboratory materials, lab notebook, mobile phone, blackberry and laptop to your manager.	
<i>Payroll & Expenses</i>	P45:	Complete P45 request form & return to Payroll Office. Your P45 will be processed when you have received all your payments, refunds which will be after your leave date. http://www.nuigalway.ie/payroll/payrollformsfoirmeachaparolla/	
	Public Holidays:	You may have a Public Holiday entitlement after your employment end date. If your employment finishes during the week ending on the day before a public holiday and you have worked at least 40 hours in total in the 5 weeks before the public holiday, you should receive an additional day's pay for the public holiday. You will find further information regarding public holiday entitlements on the HR Website or on the Citizens Information website. If you have public holiday entitlement, your Line Manager should send a payment request by completing Annual Leave and Public Holiday Pay Request Form , prior to your last date of work.	
	Annual leave:	All outstanding annual leave must be taken before your last date of work. In exceptional circumstances where it is not possible to facilitate this, a payment in lieu of leave request must be submitted by your line manager by completing Annual Leave and Public Holiday Pay Request Form , prior to the 16 th of the month.	
	Payslips:	Ensure you have printed copies of your payslips that you may need for future reference as you will no longer have access to your online payslips after 120 days of your leaving date at NUI Galway http://www.nuigalway.ie/payroll/payslipsonline/	
	PRD12A Form:	If applicable, please complete PRD12A form and return to the Payroll Office by the 16 th of the month you are ceasing employment. Applicable only if PRD is deducted from your salary. For further information: http://www.nuigalway.ie/payroll/prdinformation/	
	Parking Permit:	If you opted to pay for your permit by Payroll deduction, contact Payroll to arrange repayment of the balance owed.	
	Mileage and expenses:	Any outstanding claims for reimbursement should be made as soon as possible. Access to the online Agresso Travel & Subsistence service will cease one month after your end date.	
<i>Pension & Investments</i>	Pension:	Contact the Pensions & Investments Office to get your Deferred Pension Statement <u>or</u> Refund of pension contributions. Email: pensions@nuigalway.ie	
	Housing Loan Scheme:	If you have a housing loan, contact the Pensions & Investments Office to arrange repayment.	

Please note that when a staff member leaves NUI Galway, their Campus Account Login will remain active for 120 days after the end date of their contract. Further information is available on the ISS website at <http://www.nuigalway.ie/information-solutions-services/servicesforstaff/advicesupport/staffleaving/>

Seicliosta do Chomhaltaí Foirne atá ag Fágáil a bPoist

Le líonadh ar an/faoin lá deiridh a mbeidh tú ag an obair

Áit	Gníomh	Tic
<i>Acmhainní Daonna</i>	Cárta Aitheantais Foirne: Comhaontú Óstála:	Seol ar ais é chuig an Oifig AD
	Saoire bhliantúil:	Caithfidh tú saoire ar bith atá ag dul duit a thógáil roimh an lá deiridh a mbeidh tú ag obair agus caithfidh tú d'fhoirm shaoire a chur isteach chuig an Oifig AD, más cuí. Maidir le socrúithe le hÍocaíocht a fháil in áit saoire, beidh ar do bhainisteoir an foirm cuí Annual Leave and Public Holiday Pay Request Form a líonadh isteach roimh an 16ú lá don mhí
	An Scéim Rothaíochta chun na hOibre: An Scéim Pas Taistil:	Má bhain tú leas as na scéimeanna seo, déan teagmháil le HR@nuigalway.ie le socrú a dhéanamh maidir le haisíocaíocht.
	Seoladh Seachadta ar Aghaidh:	Cuir an Oifig AD ar an eolas má athraíonn an seoladh poist atá agat.
<i>Scoil/Ionad</i>	Cruinniú 'Aistrithe':	Socraigh cruinniú 'aistrithe' le do Bhainisteoir Líne.
	Eochracha/Trealamh:	Tabhair aon eochracha agus aon mhaoin de chuid na hOllscoile atá agat - ábhar saotharlainne, leabhar nótaí saotharlainne, guthán póca, blackberry agus rómhaire glúine srl. - ar ais do do bhainisteoir.
<i>Párolla & Costais</i>	P45:	Líon foirm iarratais P45 agus seol chuig an Oifig Párolla í. Déanfar do P45 a phróiseáil nuair a bheidh do chuid íocaíochtaí ar fad faighte agat, agus déanfar aisíocaíochtaí leat i ndiaidh an dáta a bhfágfaidh tú do phost. http://www.nuigalway.ie/payroll/payrollformsfoirmeachaparolla/
	Laethanta Saoire Poiblí:	D'fhéadfá a bheith i dteideal Lá Saoire Poiblí i ndiaidh an dáta a gcríochnóidh do chuid fostaíochta. Má chríochnaíonn do chuid fostaíochta i rith na seachtaine dár críoch an lá roimh lá saoire poiblí agus má rinne tú 40 uair an chloig oibre, ar a laghad, san iomlán sna 5 seachtaine roimh an lá saoire poiblí, ba cheart go bhfaighfeá lá breise pá mar chúiteamh ar an lá saoire poiblí. Tá tuilleadh eolais le fáil faoi theidlíochtaí saoire poiblí ar láithreán gréasáin na hOifige AD nó ar láithreán gréasáin na seirbhíse Eolais do Shaoránaigh. Má tá tú i dteideal lá saoire de bharr lá saoire poiblí, ba cheart go seolfadh do Bhainisteoir Líne an form Annual Leave and Public Holiday Pay Request Form chuig an Oifig Párolla ag payroll@nuigalway.ie , roimh an lá deiridh a mbeidh tú ag an obair.
	Saoire bhliantúil:	Caithfidh tú saoire ar bith atá ag dul duit a thógáil roimh an lá deiridh a mbeidh tú ag obair agus caithfidh tú d'fhoirm shaoire a chur isteach chuig an Oifig AD, más cuí. Maidir le socrúithe le hÍocaíocht a fháil in áit saoire, beidh ar do bhainisteoir an foirm cuí Annual Leave and Public Holiday Pay Request Form a líonadh isteach roimh an 16ú lá don mhí
	Duillíní pá:	Déan cinnte de go mbeidh cóipeanna priontáilte agat de do dhuillíní pá ar eagla go mbeidís uait amach anseo. 120 lá i ndiaidh an dáta a bhfágfaidh tú OÉ Gaillimh, ní bheidh fáil agat ar do chuid duillíní pá ar líne. http://www.nuigalway.ie/payroll/payslipsonline/
	Foirm PRD12A:	Más cuí, líon foirm PRD12A agus seol ar ais chuig an Oifig Párolla í faoin 16ú lá den mhí a mbeidh deireadh ag teacht le do chuid fostaíochta. Ní bhaineann seo le hábhar ach amháin sa chás go mbíonn PRD á bhaint as do thuarastal. Tuilleadh eolais: http://www.nuigalway.ie/payroll/prdinformation/
	Ceadúnas Páirceála:	Má roghnaigh tú íoc as do cheadúnas trí asbhaint Párolla déan teagmháil leis an oifig Párolla le socrú a dhéanamh le haisíocaíocht a fháil ar an méid airgid atá ag dul duit.
	Míleáiste agus costais:	Ba cheart aon éilimh ar aisíocaíocht atá gan íoc a dhéanamh a luaithe is féidir. Ní bheidh fáil agat ar an tseirbhís Taistil & Chothabhála Agresso ar líne m'í i ndiaidh duit do phost a fhágáil.
<i>Pinsean & Infheistíochtaí</i>	Pinsean:	Déan teagmháil le hOifig na bPinsean agus na nInfheistíochtaí le do Ráiteas Pinsin Iarchurtha nó le haisíocaíocht a fháil ar ranníocaíochtaí pinsin. Rphost: pensions@nuigalway.ie
	An Scéim Iasachta Tithíochta	Má tá iasacht tithíochta agat, déan teagmháil le hOifig na bPinsean & na nInfheistíochtaí le socrú a dhéanamh maidir leis an iasacht a dhíol ar ais.

Mar eolas, nuair a fhágann ball foirne OÉ Gaillimh, bíonn Pasfhocal a gCuntais Campais ag feidhmiú ar feadh 120 lá i ndiaidh dháta deiridh a gconartha.

Tuilleadh eolais ar láithreán gréasáin ISS ag <http://www.nuigalway.ie/information-solutions-services/servicesforstaff/advice/support/staffleaving/>

Academic Leaver's Checklist

To be completed on/before your last day at work

Area	Action	Tick	
<i>Human Resources</i>	Staff ID Card: Hosting Agreement:	Return to HR	
	Annual leave:	All outstanding annual leave must be taken before your last date of work. In exceptional circumstances where it is not possible to facilitate this, a payment in lieu of leave request must be submitted by your line manager by completing Annual Leave and Public Holiday Pay Request Form , prior to the 16th of the month .	
	Cycle to Work Scheme: Travel Pass Scheme:	If you availed of these schemes, contact HR@nuigawlay.ie to arrange repayment.	
	Relocation Expenses:	Contact HR if you need to arrange to repay NUIG relocation expenses paid to you.	
	Forwarding Address:	Notify HR if your correspondence details are changing.	
<i>School/ Centre</i>	'Handover' Meeting:	Arrange a 'handover' meeting with your Line Manager.	
	Keys/Equipment:	Return any University keys and property such as laboratory materials, lab notebook, mobile phone, blackberry and laptop to your manager.	
<i>Research Accounts</i>	Budget Holder:	Advise research accounts that you will no longer be a budget holder on specific account/s	
<i>Payroll & Expenses</i>	P45:	Complete P45 request form & return to Payroll Office. Your P45 will be processed when you have received all your payments, refunds which will be after your leave date. http://www.nuigalway.ie/payroll/payrollformsfoirmeachaparolla/	
	Public Holidays:	You may have a Public Holiday entitlement after your employment end date. If your employment finishes during the week ending on the day before a public holiday and you have worked at least 40 hours in total in the 5 weeks before the public holiday, you should receive an additional day's pay for the public holiday. You will find further information regarding public holiday entitlements on the HR Website or on the Citizens Information website. If you have public holiday entitlement, your Line Manager should send a payment request by completing Annual Leave and Public Holiday Pay Request Form , prior to your last date of work.	
	Annual Leave:	All outstanding annual leave must be taken before your last date of work. In exceptional circumstances where it is not possible to facilitate this, a payment in lieu of leave request must be submitted by your line manager by completing Annual Leave and Public Holiday Pay Request Form , prior to the 16th of the month .	
	Payslips:	Ensure you have printed copies of your payslips that you may need for future reference. After 120 days of your leaving date at NUI Galway, you will no longer have access to your online payslips. http://www.nuigalway.ie/payroll/payslipsonline/	
	PRD12A Form:	If applicable, please complete PRD12A form and return to Payroll Office by the 16th of the month you are ceasing employment. Applicable only if PRD is deducted from your salary. For further information: http://www.nuigalway.ie/payroll/prdinformation/	
	Parking Permit:	If you opted to pay for your permit by Payroll deduction, contact Payroll to arrange repayment of the balance owed.	
	Mileage and expenses:	Any outstanding claims for reimbursement should be made as soon as possible. Access to the online Agresso Travel & Subsistence service will cease one month after your end date.	
<i>Pension & Investments</i>	Pension:	Contact the Pensions & Investments Office to get your Deferred Pension Statement or Refund of pension contributions. Email: pensions@nuigalway.ie	
	Housing Loan Scheme:	If you have a housing loan, contact the Pensions & Investments Office to arrange repayment.	

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Seicliosta do Chomhaltaí Foirne Acadúla atá ag Fágáil a bPoist

Le líonadh ar an/faoin lá deiridh a mbeidh tú ag an obair

Áit	Gníomh	Tic
<i>Acmhainní Daonna</i>	Cárta Aitheantais Foirne:	Seol ar ais é chuig an Oifig AD
	Comhaontú Óstála:	
	Saoire bhliantúil:	Caithfidh tú saoire ar bith atá ag dul duit a thógáil roimh an lá deiridh a mbeidh tú ag obair agus caithfidh tú d'fhoirm shaoire a chur isteach chuig an Oifig AD, más cuí. Maidir le socrúithe le hÍocaíocht a fháil in áit saoire, beidh ar do bhainisteoir an foirm cuí Annual Leave and Public Holiday Pay Request Form a líonadh isteach roimh an 16ú lá don mhí
	An Scéim Rothaíochta chun na hOibre: An Scéim Pas Taistil:	Má bhain tú leas as na scéimeanna seo, déan teagmháil le HR@nuigalway.ie le socrú a dhéanamh maidir le haisíocaíocht.
	Costais Athlonnaithe:	Déan teagmháil leis an Oifig AD más gá socrú a dhéanamh maidir le costais athlonnaithe a d'íoc OÉ Gaillimh leat a aisíoc.
	Seoladh Seachadta ar Aghaidh:	Cuir an Oifig AD ar an eolas má athraíonn an seoladh poist atá agat.
<i>Scoil/ Ionad</i>	Cruinniú 'Aistrithe':	Socraigh cruinniú 'aistrithe' le do Bhainisteoir Líne.
	Eochracha/Trealamh:	Tabhair aon eochracha agus aon mhaoin de chuid na hOllscoile atá agat - ábhar saotharlainne, leabhar nótaí saotharlainne, guthán póca, blackberry agus ríomhaire glúine srl. - ar ais do do bhainisteoir.
<i>Oifig na gCuntas Taighde</i>	Sealbhóir an Bhuiséid:	Cuir in iúl d'Oifig na gCuntas Taighde nach mbeidh tusa i do shealbhóir buiséid ar chunta(i)s áirithe níos mó.
<i>Párolla & Costais</i>	P45:	Líon foirm iarratais P45 agus seol chuig an Oifig Párolla í. Déanfar do P45 a phróiseáil nuair a bheidh do chuid íocaíochtaí ar fad faighte agat, agus déanfar aisíocaíochtaí leat i ndiaidh an dáta a bhfágfaidh tú do phost. http://www.nuigalway.ie/payroll/payrollformsfoirmeachaparolla/
	Laethanta Saoire Poiblí:	D'fhéadfá a bheith i dteideal Lá Saoire Poiblí i ndiaidh an dáta a gcríochnóidh do chuid fostaíochta. Má chríochnaíonn do chuid fostaíochta i rith na seachtaine dár críoch an lá roimh lá saoire poiblí agus má rinne tú 40 uair an chloig oibre, ar a laghad, san iomlán sna 5 seachtaine roimh an lá saoire poiblí, ba cheart go bhfaighfeá lá breise pá mar chúiteamh ar an lá saoire poiblí. Tá tuilleadh eolais le fáil faoi theidíochtaí saoire poiblí ar láithreán gréasáin na hOifige AD nó ar láithreán gréasáin na seirbhíse Eolais do Shaoránaigh. Má tá tú i dteideal lá saoire de bharr lá saoire poiblí, ba cheart go seolfadh do Bhainisteoir Líne an form Annual Leave and Public Holiday Pay Request Form chuig an Oifig Párolla ag payroll@nuigalway.ie , roimh an lá deiridh a mbeidh tú ag an obair.
	Saoire Bhliantúil:	Caithfidh tú saoire ar bith atá ag dul duit a thógáil roimh an lá deiridh a mbeidh tú ag obair agus caithfidh tú d'fhoirm shaoire a chur isteach chuig an Oifig AD, más cuí. Maidir le socrúithe le hÍocaíocht a fháil in áit saoire, beidh ar do bhainisteoir an foirm cuí Annual Leave and Public Holiday Pay Request Form a líonadh isteach roimh an 16ú lá don mhí
	Duilleíní pá:	Déan cinnte de go mbeidh cóipeanna priontáilte agat de do dhuilleíní pá ar eagla go mbeidís uait amach anseo. 120 lá i ndiaidh an dáta a bhfágfaidh tú OÉ Gaillimh, ní bheidh fáil agat ar do chuid duilleíní pá ar líne. http://www.nuigalway.ie/payroll/payslipsonline/
	Foirm PRD12A:	Más cuí, líon foirm PRD12A agus seol ar ais chuig an Oifig Párolla í faoin 16ú lá den mhí a mbeidh deireadh ag teacht le do chuid fostaíochta. Ní bhaineann seo le hábhar ach amháin sa chás go mbíonn PRD á bhaint as do thuarastal. Tuilleadh eolais: http://www.nuigalway.ie/payroll/prdinformation/
	Ceadúnas Páirceála:	Má roghnaigh tú íoc as do cheadúnas trí asbhaint Párolla déan teagmháil leis an oifig Párolla le socrú a dhéanamh le haisíocaíocht a fháil ar an méid airgid atá ag dul duit.
	Míleáiste agus costais:	Ba cheart aon éilimh ar aisíocaíocht atá gan íoc a dhéanamh a luaithe is féidir. Ní bheidh fáil agat ar an tseirbhís Taistil & Chothabhála Agresso ar líne mí i ndiaidh duit do phost a fhágáil.
<i>Pinsean & Infheistíochtaí</i>	Pinsean:	Déan teagmháil le hOifig na bPinsean agus na nInfheistíochtaí le do Ráiteas Pinsin Iarchurtha nó le haisíocaíocht a fháil ar ranníocaíochtaí pinsin. Rphost: pensions@nuigalway.ie
	An Scéim Iasachta Tithíochta	Má tá iasacht tithíochta agat, déan teagmháil le hOifig na bPinsean & na nInfheistíochtaí le socrú a dhéanamh maidir leis an iasacht a dhíol ar ais.

Mar eolas, nuair a fhágann ball foirne OÉ Gaillimh, bíonn Pasfhocal a gCuntais Campais ag feidhmiú ar feadh 120 lá i ndiaidh dháta deiridh a gconartha. Tuilleadh eolais ar láithreán gréasáin ISS ag <http://www.nuigalway.ie/information-solutions-services/servicesforstaff/advice/support/staffleaving/>