

# **NEW EMPLOYEES ENSURE YOU ARE PAYING THE CORRECT TAX**

As a staff member within Griffith College, you will receive regular salary payments (as outlined in your contract). These will be processed on your behalf by Katherine Sheehan in the accounts department. As you will appreciate, the college is obliged to make these payments in the light of the prevailing tax regulations. These regulations determine the appropriate rate at which tax (PAYE / PRSI / USC) is deducted from your gross earnings.

It is important to us that the level of taxation deducted from your salary is set at the correct level so that you get your full entitlement from the outset and avoid a situation where your salary could drop as a result of being placed on an incorrect scale.

As a new staff member to Griffith College, we would ask that you take time to understand the tax implications of your appointment, particularly if your salary or employment details are changing as a result of your move to the college.

As your tax details are personal to you, on appointment, you will need to supply a P45 from your most recent employer. Katherine will then apply for a certificate of tax credits on your behalf. If you do not have a P45 (due to unemployment or self-employment prior to working in Griffith) you can apply for a certificate of tax credits directly from the tax office, by simply phoning them on 1890 333 425. Griffith College is registered as Bellerophon Ltd. Employer Registration number 4503669D. They will then issue you with a certificate of tax credits, providing details of same to Katherine. Until such information is received (it usually takes about a week), there is a legal obligation to operate emergency tax. Any under / over deduction of tax can be corrected in the payment run following the receipt of the certificate. You should also ensure that you are claiming all of the tax credits that are applicable to you. A full list of tax credits are available on [www.revenue.ie](http://www.revenue.ie). You can also contact Katherine, who will be happy to answer any questions regarding tax credits that you may have.

Each payday you will receive your payslip by email from Katherine. This will come to you as a pdf attachment. A pin number will be issued to you prior to your first payment, which enables you to open the pdf attachment, when prompted. This pin number is automatically generated by the payroll software and each staff members pin number varies in length, so it is a very secure system. You will need the same pin number each time you receive a payslip, although

this can be changed at any time by simply informing Katherine, who will over-ride the system generated pin number with a pin number of your choice.

If you do not understand any aspect of your payslip, please contact her, and she will be happy to explain each figure to you.

Each year Katherine will issue the Form P60s (a statement of income payment and tax deductions) for the tax year by the following 23<sup>rd</sup> February (the date stipulated by Revenue). In the past, these were issued in hard copy, but you will be glad to hear that this year will be the first year that there is a facility for emailing them. It will be emailed to the same address that your payslip is sent to. If you have any queries regarding your P60, please contact Katherine who can go through it with you.