

We operate a weekly payroll

Nurse on Call (NOC Ltd.) operates PAYE, USC and PRSI on all payments made to the nurses and remits these payments to the Revenue. The appropriate PRSI class is applied (usually A) and accordingly the nurse is entitled to any benefits accruing from the payment of PRSI at that class.

Weekly Payroll

- Normal timesheets received before 21:30 on Monday will be paid into your account the following Tuesday (week) at the latest depending on which bank you are with.

Payslips

- You will receive a PIN No after your first timesheet has been processed with which must be kept in a safe place as you will not be able access your payslip without it.
- You will also receive a list of shifts on Wednesday evening detailing the shifts you are being paid that week.
- Payslips are sent weekly on a Thursday via email.

Printed Timesheets

- On the day you register with Nurse On Call you will get printed timesheets which are also emailed to you from us, which will include, your name, ID number (which will be issued to you by accounts)
- You can keep photocopies of these for further use or you can download blank timesheets from the Nurse On call website. (www.nurseoncall.ie)
- Alternatively you can also type in your own details & print off your personalised timesheets from our website go to our website www.nurseoncall.ie in “Agency forms to download” click on Nurses timesheets.

GUIDELINES TO PAYROLL NURSES

Nurse on call runs one type of payroll

WEEKLY PAYROLL

- Timesheets received before 21.30 on Monday will be paid into your account the following Tuesday at the latest depending on which bank you are with.
- On a week where Public Holiday occurs the payments may be slightly delayed.

All shifts have to be signed by the person in charge. Their signature and their name in block capitals and should include full name and position.

Timesheets have to be submitted when the shift is completed. If you do not wish to be paid for the shift, please clearly mark on your timesheet with “**DO NOT PAY**”, or write the week number that you wish to be paid. All “**DO NOT PAY**” timesheets will be filed in our office and you can email us when you wish them to be paid. Shifts can be held for 6 months. Please be aware that if you send too many shifts to be paid within one tax week and you will be taxed at the higher rate of tax.

TAX INFORMATION

Please ensure to contact revenue before you start working for Nurse on Call. You need to go on-line and log on to www.revenue.ie

Go to ‘My Account’

If you have not registered before, please register and the revenue will send you a temporary password in the post (please allow 5-7 working days for this to arrive). Once you receive your password, please log in and follow the steps as outlined below:

1. Go to your Account
2. Click on the **Jobs & Pensions** Option. (If this is your first Job, you will need to register for the Jobs & Pensions first.
3. On the other hand, please click on ‘Add Job’ and from there you can enter Nurse on Call’s Employers Number:

Employer Registration Number Nurses: **4883936A**

Employer Registration Number Carers: **8276161M**

Please note this can only be done on-line. If you have any queries you can contact them directly on the number below.

Tax Office phone Number: **1890-333-425**

Please have your **PPS number** ready when you ring them.

HOLIDAY PAY

Holiday claim forms are available on our website “Agency forms to download” or copy this link by this [Holiday Claim Forms](#)

Only signed requests on this form will be processed.

You may claim your holiday pay as and when you require it.

If quarterly payments still suit you then you should submit the form quarterly.

(The purpose of holiday pay is to allow you to take paid annual leave and should be used for that purpose).

Our annual leave year runs from 1st January to 31st December.

At year end we will make an automatic balancing payment of any unclaimed holiday pay. This is generally made mid-February of the following year

You can expect to receive this balancing payment in mid-January.

There are no changes to the bank holiday payments which will continue to be paid automatically.

BANK HOLIDAY PAYMENTS:

If you work, 40hrs in the 5 weeks prior to a Bank holiday you will receive a payment for the bank holiday regardless of working that day or not. This is automatically paid 4-6 weeks after the bank holiday occurs.

It is based on your average weekly earnings over the 13 weeks prior to the Bank Holiday.