

Your First Department of Education Pay Slip Explained!

September 14th is a significant date for School Secretaries working across the country as it is the first day that a pay slip will be provided to you by the Department of Education if you have signed up to the new agreement.

It will be obvious to people because of the high levels of confusion that have existed both from Secretaries and employers that there are going to be mistakes and misunderstandings on the wage levels that people are on and on the gross and net amounts that people are earning.

Don't panic! - In this newsletter we're going to do a brief explanation of what you're seeing and what it means.

Payslip Dates:

The first and most important thing that people should remember is that this pay slip is not for a full two weeks of pay as secretaries were paid by their local employer up to the 30th of August and the Department of Education took up your pay responsibility from September 1st. This however did not fully overlap with the department's pay cycle so in reality the number of working days that are covered in this first pay slip is 7 days not 10 days.

Looking at the pay slip you can see the start date and end date of the pay cycle from the department's perspective this began on the 29th of August and ended on the 11th of September so three days, the 29th 30th and 31st of August are days that were covered by your local employer.

The next department pay cycle begins on the 12th of September and runs to September 25th with the payslip issuing on the 28th of September.

This will be the first full pay cycle that people will be able to look at and estimate if their correct gross or basic pay is right.

If you are speaking to the Department about your pay it is important to remember that they may say you are paid for, in a normal pay run, 14 days. However considering that secretaries are paid by the hour remember to look at your wages in terms of the number of hours worked across the 10 working days in the pay cycle, the pay scale point you are on and the number of weeks you are being paid the onboarding allowance for.

Pay Scale Point:

Your pay slip shows the point on the scale which you were now at according to the Department of Education. This can be seen on the right hand side of the page below your name and address in the example pay slip provided here it will be underlined in blue.

This might cause some confusion to people because the number shown here will be a higher pay scale point number than the pay scale point they were on up to August 31st. This is because secretaries will move up the pay scale every 52 weeks of work until they reached the top point and in this particular instance because the point on the pay scale that secretaries were on up to August 31st was the point that you should have been on since the 1st of September 2021 the number shown will be 2 points higher for most people, e.g.:

A person prior to the agreement was on €14.50 per hour. They would have gone to point 5 on the scale at €15.07 when they accepted the agreement. This means that because the deal was backdated to 01/09/2021 that they are owed the increment from 01/09/2022 and then the increment from 01/09/2023 this would bring their scale point up to Point 7 which with the pay rise from building momentum is €17.27 per hour.

Remember there will also be a pay rise from 01/10/2023 that you will benefit from. In the above example this person would go from €17.27 to €18.01 per hour at Point 7.

Please see these pay scale points on the next sheet.

Scale Point Euro Values for comparison:

Scale Point	Hourly Rate 1 st Sept 2021	Hourly Rate for 1 st Sept 2022	Hourly Rate 1 st Oct 2023
1	13.00	14.11	14.36
2	13.84	15.00	15.24
3	14.04	15.22	15.46
4	14.46	15.67	15.90
5	15.07	16.32	16.55
6	15.68	16.97	17.19
7	16.30	17.62	17.84
8	16.74	18.09	18.30
9	17.24	18.63	18.84
10	17.83	19.25	19.45
11	18.24	19.69	19.89
12	18.82	20.31	20.50
13	19.40	20.93	21.11
14	20.50	22.10	22.27
15	21.28	22.93	23.09

Having problems:

If people are having serious problems or are not being paid by Friday 15th then we ask people to let us know. We have reopened the query form to members so please fill it out at this link: <https://forms.office.com/e/2bagqQaaYd>

We will be prioritising people who are not being paid and in the meantime instruct them to go back to their local employer and seek to be put back on their local payroll to be paid locally until the issue is resolved. Other problems will be dealt with in discussions with the Dept. of Education.

Power on the Success - Bring in New Members - Join Online Today

The success that Fórsa has had to date in improving the position of School Secretaries has been down to you and the increased number of School Secretary members. To drive on that success we need to keep growing new members can now join online with their payroll numbers by clicking the link here.

[Click here to join online »](#)

Important info. on your pay slip:

- Payroll Number: This is your staff number and the way that the Department will find you if you have any queries that you want to raise with them. It is in the centre of the page and in the sample will be underlined in green.
- Basic Pay Non Pen(sion): This is your pay for the hours worked across the weeks you are working and your annual leave. It may, if you are taking the onboarding payment be averaged across the full year and not appear that it is greater than or similar to your previous fortnightly salary. However added up over 52 weeks it will be an amount greater than your previous salary. In the sample will be underlined in red.
- Onboarding Value: this is the Fortnightly value of the onboarding payment spread across the entire year not just for the number of weeks that you would previously have been laid off. Add it together with your basic pay this gives you an average consistent payment across all weeks of the year to provide people with a steady income, not one that jumps up and down through the year depending on periods of layoff. In the sample this will be underlined in pink.
- Deductions: These are your mandatory and voluntary deductions from your gross pay. In this first pay run these may not look correct and can be queried with Revenue. In the sample these will be underlined in purple.
- Nett Pay: At the bottom of the page on the right. This will be your fortnightly wage minus all deductions. In the sample this will be underlined in orange.
- PRSI Class & Weeks: At the bottom of the page on the left. This shows the class of PRSI that you are being categorised at and the number of weeks involved. As the Department pay cycle is spread over 3 calendar weeks this is why the number 3 appears here. In the sample this will be underlined in grey.
- Bottom of Page: At the bottom of the page you can see the various tax credit and other deductions, this is done on a fortnightly and a year to date basis (YTD) showing the total of all pay and deductions over the tax year.

Checking your wages:

Right now, because of the shorter pay cycle, the averaging and inclusion of the members are having a bit of trouble figuring out their rates of pay. The below calculation will give people a rough idea of what their fortnightly payment will be.

Basic Pay Non Pen(sion) this pay cycle: €686.04 / 7 Days = €98.00 x 10 Days = €980.06 Fortnight (Person working a 5 day week)

Onboarding Allowance this cycle: €59.63 / 7 Days = €8.52 x 10 Day = €85.19 Fortnight

Average total Wages + Onboarding per fortnight = €1,065.25

Onboarding allowance €85.19 x 26 fortnights = €2215 = 10 weeks

To find the regular rate of pay

€980.06 x 26 fortnights = €25,481.56 / (52 weeks – 10 weeks) 42 Weeks = €606.70 per week gross wages or €1213.41 per fortnight Gross Pay.

Sample Departmental Payslip



An Roinn Oideachais, Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 X859
 Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X859

DES 024477 06-SEP-2023

JOE BLOGGS
 221B BAKERS ROAD
 POTTERY BARN
 DUN LAOGHAIRE
 DUBLIN

Payroll Period	Start Date	End Date	Issue Date	Roll No.	Scale Point
202338	29-AUG-2023	11-SEP-2023	14-SEP-2023	13579Z	<u>13</u>

PPSN 2345678H	<u>Payroll No</u>	<u>8765412</u>	Employer Reg No	9599516K
---------------	-------------------	----------------	-----------------	----------

A minus sign beside gross earnings indicates a deduction and a minus beside a deduction indicates a refund.
 "E" in the Tax Code field indicates you are on emergency tax. You should contact your tax office to obtain a current tax certificate.

Gross Earnings	Deductions	
<u>Basic Pay Non Pen</u>	<u>686.04</u>	<u>Universal Social Ch</u> 7.98
<u>Onboarding Value</u>	<u>59.63</u>	<u>P.A.Y.E.</u> 67.05
Total Earnings	745.67	<u>Total Deductions</u> 75.03

PRSI					Pre Tax			
Class	Weeks	Tax Basis	Tax Credit	Cut Off Point	Taxable Gross	Deductions	Nett Pay	
A1	<u>3</u>	WEEK 1	82.08	1192.31	745.67	0.00	<u>670.64</u>	
Gross Pay YTD	Tax Credits YTD	Cut Off Point YTD	Tax YTD	Pension / AVC YTD	PRSI YTD	ASC YTD	USC YTD	LPT YTD
745.67	82.08	1192.31	67.05	0.00	0.00	0.00	7.98	0.00