



Polasáí agus Nósanna Imeachta/Policies and Procedures

Code	QA321
Title	Remuneration & Payroll Policy
Policy Owner	Bursar & Human Resources Director
Date	1st March 2022, Latest review: 01/03/2026
Approved By	Údarás na hOllscoile

1.0 Purpose

To ensure application of best practice in management and administration of University Remuneration & Payroll while balancing considerations of budget, pay transparency and fairness.

2.0 Description

The University seeks to ensure that its policy and procedures are objective and transparent.

In its remuneration and payroll policy, the University must comply with relevant legislation and regulations. For example (not limited to) The University College Galway Act 1929, The Universities Act 1997, Employment Control Framework/Devolved Sanction Agreements, The Employment Equality Acts 1998-2018, The Equal Status Acts 2000- 2018, The Disability Act 2005, The Irish Human Rights and Equality Commission Act 2014 and Safety, Health and Welfare Regulations, The Public Service Management (Sick Leave) Regulations 2014 – 2023 and Revenue Commissioners and the Department of Social Protection and Gender Pay Gap Information Act 2021 in so far as they apply to it.

Remuneration and payroll decisions will be based on procuring a value-for-money service, achieved through optimum recruitment, selection, and appointment procedures and practices, as outlined in the University's Human Resources (HR) Policies & Procedures.

This policy is underpinned by the EU Directive on Transparent and Predictable Working Conditions : [S.I. No. 686/2022 - European Union \(Transparent and Predictable Working Conditions\) Regulations 2022](#)

3.0 Procedures

3.1 Vacancies/New Posts

Applications to fill vacancies and/or new posts should be completed in compliance with the University of Galway [QA146 Recruitment and selection Policy and Procedure](#)



3.2 Rates of Remuneration

[Pay Scales - University of Galway](#) are approved by the Minister along with any deviations with the exception of researcher scales which are as per Irish University Association (IUA) guideline salary scales.

All new first appointments to the University are placed on the 1st point of the relevant salary scale.

Placement above the first point of the scale may be considered in the following circumstances:

(i) Salary Matching for Analogous Roles

- Where a candidate has been employed in an analogous role (comparable in terms of duties, responsibilities, and required experience.) within the previous 12 months on a higher salary and where the candidate voluntarily provides evidence of that salary to HR in advance of appointment.
- **(ii) Education and Experience**
 - For research and academic staff, prior years of equivalent experience may be taken into account in determining placement above the first point of the scale, subject to the maximum of the scale. Each year of equivalent service may give rise to one incremental credit (see Appendices B and C).
 - Additional qualifications, skills, or relevant experience may also be taken into account in determining incremental placement.

The final decision on the point of scale will reside with the HR Office. Requests outside of the above provisions will be examined on a case-by-case basis by HR. In exceptional circumstances, personal rates may be applied.

3.3 Academic Promotion and Retention

Academic promotion shall be to the lowest point on the scale to which an academic is promoted that is above the academic's salary prior to promotion.

The salary at which retention shall be offered shall normally be at the first point on the scale above the salary offered by the other institution.

3.4 Administrative Promotion

Administrative promotion shall be to the lowest point on the scale to which an employee is promoted that is above the employee's salary prior to promotion.

3.5 Researcher Promotion

Researcher promotion shall be to the lowest point on the scale to which an employee is promoted, that is above the employee's salary prior to promotion.

3.6 Departure from Standard/Approved levels of Remuneration

Any such departures can only be made in exceptional circumstances, where the University is satisfied that it is necessary to meet the objectives of its operations, and may do so only in accordance with a framework which shall be agreed between the University of Galway and Higher Education Authority, (HEA), in accordance with section 25, subsection 5 of the Universities Act 1997.



3.7 Incremental Progression

Incremental progression for all staff will be in line with government policy.

- **Probationary Period:** All staff serve an 11-month probationary period, or a proportionate period for short-term contracts, during which no increments are awarded. Refer to University of Galway [QA110 Probation Policy](#)
- **Increments:** Following successful completion of probation, incremental progression will occur on the 1st of the month immediately following anniversary of appointment. Effective 1st of March 2026 for all new appointments.
- **Impact of Leave:** Periods of unpaid sick leave or Temporary Rehabilitation Remuneration (TRR) are not reckonable for incremental progression
- **Lateral Moves:** Moving between posts at the same grade is considered a lateral move; no increment is applied, and the original incremental progression date is retained.

3.8 Pay Awards/adjustments

Application of national pay (and similar) awards/adjustments must be authorised in the first instance by the relevant Government Department or Funding Agency and subsequently by the Bursar (or their nominee).

3.9 Additional Payments

Additional remuneration or compensation for carrying out work on behalf of the University

In accordance with the One Person One Salary (OPOS) principle as recommended by the Review Body on Higher Remuneration in the Public Sector in 1972 and accepted by the Government, staff should not receive additional remuneration or compensation for carrying out work on behalf of the University. All University duties should be allocated within the workload allocation model for academic staff. The only exception to this relates to Lecturers' correcting exams.

Requirements to make an Occasional/Temporary Staff Payroll payment:

Full particulars are provided at the University's Payroll Office website at: [Payroll Office - University of Galway](#)

Additional employment outside established working time of the University

In accordance with the Transparent and Predictable Working Conditions Directive 2019/1152, employees have the right to take up additional employment outside established working time (unless objective reasons justify otherwise). [Transparent and predictable working conditions - Employment, Social Affairs and Inclusion](#)

All requests for Professional Services and Researcher employees must be submitted via [Application form for permission to work outside the University](#)



All requests for Academic employees must be made in accordance with policy [QA201 Private Consultancy Work for Full-time Members of Academic Staff](#)

Adherence to the University [AQ413 Conflict of Interests Policy](#) is required.

3.10 Overtime.

Overtime refers to paid compensation for authorised work performed by staff on a standard contractual working week (Monday to Friday), in line with Public Sector pay agreements and Overtime Circular: [Circular 152024 overtime in the civil service](#) to ensure compliance with the Organisation of Working Time Act, 1997, insofar as the Act might have an impact on extra attendance.

It is payable only after the completion of the standard hours required for the staff member's grade. Overtime should be approved in advance and only in exceptional circumstances where the volume or urgency of work makes it unavoidable and not regular and rostered.

Requests for overtime must be accompanied by a business case explaining why the work cannot be completed during normal hours and must be approved by a University Management Team (UMT) member. Overtime is not an automatic entitlement. Attendance on weekends or public holidays should be kept to a minimum.

Please refer to **Appendix D** for more details.

Overtime eligibility is limited to grades with fixed weekly hours, generally as being equivalent to general administrative grades up to and including Administrative Officer.

Time Off in Lieu (TOIL)

In place of paid overtime, staff may request Time Off in Lieu (TOIL), subject to the discretion of the Head of Unit/School and the operational needs of the service.

TOIL is granted only where it does not result in additional overtime being incurred elsewhere.

One standard day of TOIL is equivalent to 7 hours. TOIL is not an entitlement and may be refused based on business requirements.

All TOIL must be authorised in advance and properly recorded.

3.11 Allowances

Allowances and associated pension status may only be paid in accordance with **Appendix A** herewith.

3.12 Salary Overpayments/ Underpayments

It is the responsibility of the Line Manager to inform HR of any payroll changes and the responsibility of the employee to review their pay slips to ensure they are correctly remunerated.

Should an overpayment or underpayment occur, the staff member and / or Line Manager must immediately report the issue to HR.



All Staff members / Former Staff Members / Pensioners are responsible to engage in line with requirements with HR and Payroll for repayment, as outlined in Circular 07/2018: [Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners](#) .

In the event of an overpayment, the administrative arrangements for the repayment shall be applied as per the above Circular.

In line with the above circular, should any higher rate of deduction prior to leaving employment not be sufficient to fully discharge the overpayment, the staff member/former staff member/pensioner will be notified of the amount outstanding and this amount will be recouped from any retirement lump sum, pension payment, allowance, death in service (or other) gratuity or any other monies, including any other entitlements under the Superannuation Acts, due to the staff member /former staff member/pensioner.

In the event of underpayment, it is the responsibility of the University to correct it in a timely manner.

3.13 Cessation of Employment (Resignation & Retirement)

Staff members who decide to cease their employment with the University before their contract expiry date/compulsory retirement age, must provide a minimum of one month's notice (unless advised otherwise) by formally notifying specific personnel as outlined on HR website: [Leavers/Resignations - University of Galway](#).

The departing employee is responsible for reimbursing the University for any outstanding monies owed (e.g., Cycle to work scheme, Relocation expenses etc.) and repaying any salary overpayment, if applicable.

Any outstanding annual leave will be paid to the employee on cessation of employment in line with the annual leave policy. The line manager must complete the Annual Leave Pay Request Form: [Forms / Foirmeacha - University of Galway](#).

Where the number of annual leave days exceeds 10, the line manager will be required to provide an explanation as to why the employee could not take the annual leave prior to leaving the University.

Retiring staff members must comply with University policy at: <http://www.universityofgalway.ie/human-resources/employmentcontractlifecyclemanagement/retirement/>

3.14 Administration of Payroll

The processing of wages and salaries for staff and pensioners is conducted by the Payroll Office within the Financial Accounting Office. Payroll is administered in line with the requirements of PAYE Modernisation and the relevant legislation.

All employees must be financially reimbursed. No other method of payment is permitted.



3. 15 Payroll Deductions

Employees can elect for deductions to be taken from their pay. The following table sets out the relevant deductions and how they can be commenced and ceased:

Deduction Type	How to initiate deduction	How to cease deduction
Income Protection Plan (including specified illness), Group Life Plan	Eligible employees are typically enrolled into these schemes as outlined in their contract of employment once they join the University.	Contact pensions@universityofgalway.ie
Voluntary Personal Accident Scheme	Staff who opt into this scheme have a once-off deduction every November.	Contact pensions@universityofgalway.ie
Travel Pass / Cycle to Work Scheme	To avail of these schemes, complete the requisite forms which can be found here and return to Human Resources.	Employee must contact: leaveschemes@universityofgalway.ie <i>If the employee ceases employment, the individual is responsible for ensuring any amounts owed to the University is repaid in full.</i>
Trade Union membership	Reach out to your relevant trade union representative for details on initiation.	Employee must contact payroll@universityofgalway.ie and the trade union representative.
Contributions to Galway University Foundation	Please complete the relevant Authorisation Form and email it to payroll@universityofgalway.ie	Employee must contact payroll@universityofgalway.ie
AVC's	Employees who wish to avail of this scheme to liaise with the AVC provider directly. The provider will give instructions to Payroll to commence deductions. Click here for more information.	Employee contact AVC provider.
Pension deductions	Relevant particulars can be found in the employee's contract.	Membership in the pension scheme is part of the terms and conditions as outlined in the employee's contract.
Retired Members Life Cover	On retirement or at age 66 (whichever comes first) your Group Life Plan ceases, and you are automatically enrolled in the retired members life cover.	Contact pensions@universityofgalway.ie

The University also has some legacy voluntary payroll deductions in operation with service providers, Overall, it is the employee's responsibility to check their pay slip after each payment to ensure the appropriate deductions have been made from their pay.



4.0 Responsibilities

Name	Responsibility
Bursar and HR Director	• Policy Owners
Governing Authority / Údarás na hOllscoile	• Overall responsibility for remuneration and payroll policies • Day-to-day operations delegated to the Bursar and HR Director Offices. • Limited authority and associated responsibility is delegated to authorised budget holders. • This policy applies to all employees.
Bursar	• Has overall oversight of payment of employees including the operation of statutory and voluntary deductions. • Approve any amendments to salary scales and allowances as appropriate with reference to government circulars and Ministerial orders. • Co-owner of this policy with the HR Director.
HR Director	• Has overall oversight of the set-up of new employees including the assignment to salary scales and point on scale. • Approve any amendments to allowances as appropriate with reference to government circulars and ministerial orders. • Co-owner of this policy with the Bursar
Employees ¹	• Remuneration policy applies to all employees • Check online pay slip after each payment to ensure that correct salary and allowances have been received, and appropriate statutory and voluntary deductions have been made from your pay. • Notify payroll immediately upon noticing any discrepancies regarding statutory and voluntary deductions. • Notify HR immediately upon noticing any discrepancies regarding salary and allowances. • Engage to repay any overpayments in line with University requirements.
Line Managers	• Ensure staff member Probation procedure is completed • Inform HR of any payroll changes in a timely manner • Ensure annual leave entitlements for direct reports are taken in line with annual leave policy • Ensure HR are informed of all Leavers in a timely manner



Budget Holders	• Check your monthly management accounts to ensure that all employees are charged correctly to the appropriate cost centers. • Check your monthly management accounts to ensure that payroll costs are in line with budget. • Query any discrepancies as soon as you notice them. • Ensure that overtime costs are kept to a minimum and that all unavoidable overtime is approved by you in writing in advance and kept to an absolute minimum. • Ensure that posts are approved, and sufficient budget exists prior to a Letter of Offer being issued.
Human Resources (HR)	• Ensure that letter of Offer is issued only where there is an approved budget. • Establish the correct starting salary on recruitment or promotion. • Set up new employees on the Core HR and Payroll system • Assign employees to salary scales and points on scale in line with employment contracts. • Process leave related salary adjustments. • Process leave related deductions. • Maintain allowances on the Core HR system. • Calculate entitlement rate for Temporary Rehabilitation Remuneration leave (TRR). • Agree overpayment repayment plan with employees.
Pensions	• Assign new employees to the appropriate pension scheme and ancillary products.
Research Accounts Office	• Set up Scholarship awardees on Core HR/Payroll System • Set up rate of pay and frequency of payment for Scholarships. • Check to ensure sufficient funding in the designated account
Payroll	• Maintain salary scales on the Core HR & Payroll system. • Pay employees in accordance with agreed deadlines. • Implement statutory and voluntary deductions prior to payment of wages and salaries. • Implement leave-related salary adjustments. • Implement overpayment repayment plans. • Administer payroll in line with the requirements of PAYE Modernization and the relevant legislation. • Submit statutory and voluntary deduction returns to the relevant third parties each month. • Provision of information on Payroll website. • Provide the Director of Financial Accounts with appropriate reports and completed checklists as required.



Director Financial Accounts	• Review control checklists for each pay run prior to payment. • Review net pay reasonableness for each pay run prior to payment. • Implement internal controls, as required to ensure that the University payroll section is operating in line with best practice and appropriately managing risks. • Provide assurance that pay costs within the University's financial statements are accurate and complete.
Director Financial Planning Unit	• Provide timely management information to enable budget holders to monitor the completeness and accuracy of payroll costs charged against their budgetary areas. • Perform University wide checks of actual pay c o s t s compared to budget and investigate any variances identified.

¹Employee is used throughout this document, but it also refers to all those in receipt of a payment from the payroll section including pensioners in payment and scholarship awardees.



5.0 Related Documentation

Appendix A: Calculation of Various Allowances.

Appendix B: Guidelines on incremental placings for members of academic staff recruited in open competition to posts in the University.

Appendix C: Guidelines on incremental placings for members of research funded staff recruited in open competition to posts in the University.

Appendix D: Overtime Rates.

APPENDIX A

Calculation of Various Allowances

	Nature of Allowance	Amount/Method of Calculation	Grade & Salary to which Allowance is applicable	Duration of Allowance Permanent ≥ 1 year, ≤ 1 year	Is allowance pensionable
1.	Service Pay Allowance	After 15 yrs. – 2.5% After 20 yrs. – 5% After 25 yrs. – 7.5%	Technical officer grade Scales: 17,8,9,10	Permanent	Yes
2.	Driver's Allowance	Library, Attendants, Porters, Operatives. Allowance is dependent on position	Depends on appointee	Permanent	Yes
3.	Shift Allowance - Security - General Operative - Library	-16.67%: 5 days over 5 days Mon-Fri -20%: 5 days over 6 days Mon-Sat -25%: 5 days over 7 days inc. Sun -30% (case by case basis)	Depends on appointee	Case by case basis	Yes
4.	Tool Allowance	Amount as per Department of Public Expenditure Circular	Depends on appointee	Permanent	No
5.	Radiological Protection	Only applicable when this activity does not form part of an employee's role. Requires Dean approval.	Depends on appointee	Generally, 1-3 years	No
6.	Head of School Allowance	€4,000 per annum	Non-professorial grade	For the term of their appointment	No
7.	Secondment allowance	Personal to holder basis	Depends on appointee	Depends on engagement	Depends on appointee
8.	Mobility Allowance	Personal to holder basis	Depends on appointee	Depends on engagement	No



9.	Re-engagement Allowance	Only used in very limited circumstances for part time retention post-retirement.	Determined a case by case basis	Depends on engagement	Depends on appointee
10.	Technicians Extra Qualification Allowance	10% of Salary	Scales 17,8,9,10 (for staff appointed prior to 2006)	Permanent	Yes
11.	PPE Allowance for Cleaners	As per collective agreements	Not applicable to new entrants	For the term of their appointment	No
12.	Embalming Duties	flat rate which is index linked to public sector pay agreements	Applicable for Technical Officers	Duration of post	No
13	Examination Payments	Agreed rate of pay for marking exams	Only applicable to below Senior Lecturer grades	Depends on engagement	No
14	Clinical Lecturer Payments	Pay Scale 36D Pt5 at 3.06% Paid in Dec, March & June	Legacy payment made to consultants who were appointed in GUH pre 2010 in recognition for teaching medical students. New entrants since 2010 are not entitled to this payment.	Duration of post	No
15	Royalty Payments	As per agreement	Refer to QA507IP – University of Galway Intellectual Property Policy.	Case by case basis	No
16	Premium Pay or Shift Allowance	See above for Shift Allowance	Premium pay is only paid for unsocial hours worked on a Sunday. Only applicable when Sunday forms part of the working week, save for where there is an existing collective agreement	Depends on engagement	Yes



APPENDIX B

Guidelines on incremental placings for members of academic staff recruited in open competition to posts in the University

Set out hereunder are the guidelines to be applied in the determination of incremental placing for members of academic staff recruited in open competition to posts in the University

ESTABLISHED PROFESSORSHIP

1. Placement on the scale shall normally be at the first point.
2. A person appointed to an Established Professorship having previously held an appointment as a Personal Professor shall move to the point on the Established Professor scale immediately above their current salary.
3. A person, appointed to an Established Professorship having previously held an appointment as an Established Professor, or equivalent, may have the actual number of years' service as an Established Professor, or equivalent, taken into account in determining placement on the scale at a point above that provided for at 1 above, subject always to the maximum of the scale.

PROFESSORSHIP IN [Discipline]

1. Placement on the scale shall normally be at the first point.
2. A person, appointed to a Professorship In [Discipline] having previously held an appointment at an equivalent level, may have the actual number of years' service as a Professor In [Discipline], or equivalent, taken into account in determining placement on the scale at a point above that provided for at 1 above, subject always to the maximum of the scale.

SENIOR LECTURER/ ASSOCIATE PROFESSOR

1. Placement on the scale shall normally be at the first point.
2. A person appointed as a Senior Lecturer having previously held an appointment as a Senior Lecturer, or equivalent, may have the actual number of years' service as a Senior Lecturer, or equivalent, taken into account in determining placement on the scale, subject always to the maximum of the scale

LECTURER / ASSISTANT PROFESSOR

1. Placement on the scale shall normally be at the first point.
2. A person appointed to a Lecturer having previously held an appointment as a Lecturer, or equivalent, may have the actual number of years' service as a Lecturer or equivalent, taken into account in determining placement on the scale at a point above that provided for in 1 above subject always to the maximum of the scale.



APPENDIX C

Guidelines on incremental placings for members of research funded staff recruited in open competition to posts in the University.

Research Assistant

Minimum of primary degree and little research experience

QUALIFICATION GUIDELINES - RESEARCH ASSISTANT:

Primary Degree is minimum requirement - 1 increment for full primary degree

Duration of Masters is not counted as work experience towards incremental credit. 1 increment allowed for Masters.

PhD is counted as work experience towards incremental credit - full duration of PhD is counted (to max of 4 increments – one increment per year of full time PhD. If Part time, 6 years is the equivalent of 4-year full time PhD)

WORK EXPERIENCE GUIDELINES - RESEARCH ASSISTANT:

Only research related work experience is counted towards relevant experience

Time spent on work experience and study should not be counted twice if concurrent

Post Doctoral Researcher (PDR) / Research Associate

Minimum of PhD and/or 4+years' experience post primary degree.

QUALIFICATION GUIDELINES - RESEARCH ASSOCIATE/PDR/RESEARCH FELLOW:

Primary Degree is not counted (but must have a primary degree)

Masters not counted (A second Masters may be counted for one incremental credit if PhD is near completion (i.e. PhD will be complete within next 4 months)

PhD is minimum requirement - 1 increment for completed PhD

Research Associate - 4 years of relevant experience in lieu of PhD = 1 increment

Research Fellow

Minimum of PhD and/or 6+ years research/industry experience post primary degree.

Senior nr Res Fellow: Independent researcher with 10+ years research experience leading significant research project(s)/team.

QUALIFICATION GUIDELINES - RESEARCH ASSOCIATE/PDR/RESEARCH FELLOW:

Primary Degree is not counted (but must have a primary degree)



Masters not counted (A second Masters may be counted for one incremental credit)

1 increment for completed PhD

4 years of relevant experience in lieu of PhD = 1 increment

WORK EXPERIENCE GUIDELINES - RESEARCH ASSOCIATE/PDR/RESEARCH FELLOW:

Only research related work experience is counted towards relevant experience. 1 increment per year of work experience.

Time spent on work experience and study should not be counted twice if concurrent

APPENDIX D

Overtime is paid at the rates set out in the relevant Overtime Circular : [Circular 152024 overtime in the civil service](#)

University Overtime Rates

Period Worked	Overtime Rate	TOIL Option
Monday to Friday		
First 3 hours after normal working day	Time + 25%	Hour-for-hour
Next 5 hours	Time + 50%	Hour-for-hour
Additional hours thereafter	Double Time	Hour-for-hour
Saturday Working		
Midnight Friday – 09:15 Saturday	Double Time	Time + 50%
Saturday 09:15 – 13:00	Time + 50%	Time + 50%
Saturday after 13:00	Double Time	Time + 50%
Sunday & Public Holidays	Double Time	Time + 50%