



RECRUITMENT REQUISITION / PAYROLL CHANGE NOTIFICATION FORM

Please complete the relevant section

RECRUITMENT REQUISITION FORM please note that salary can not be finalised until a salary calibration has been completed by HR. Please include a job description with a Recruitment Requisition Form

Department: **Position Title:**

Salary range: **Replacement Role:** Yes No
(please refer to HR for calibration)

If No, please summarise reason for the role

Employment Status: FT PT (If P/T, how many hours/ days per week)

Level of role: Support (Weekly Payroll) Executive (Monthly Payroll)

Duration of the role: 3 months 6 months 1 year FT 2 years FT Permanent
 Other (please specify contract duration)

Authorised by: Director SMT Admin Sub-Committee

Printed name :
(head of section)

Signed: **Date:**

MOVERS AND SHAKERS

Payroll Change Notification

Name of Employee: **Department:**

Effective date:

Change is (please tick) Permanent Temporary (If Temporary, until what date):

Reason for Change:

Authorised by: Director Senior Management Admin Sub-Committee

Change is (please tick) Salary Position Department Other (please comment)

Salary: From To:

Department: From To:

Position: From To:

Other Change (please comment):

Printed name
(head of section/head of new section if department move)

Signed: **Date:**

NOTIFICATION OF EMPLOYEE LEAVING

Payroll Change Notification

Name of Employee: **Department:**

Role

Level of role: Support Executive

Reason for leaving: Retirement Career break Resignation

Date of Leaving: **Replacement Role required:** Yes No

(Please note: Recruitment Requisition Form must be completed before recruitment can commence)

Printed name:

Signed: **Date:**

(If appropriate, please include a copy of the resignation letter with this form)

Please digitally complete and return completed requisition forms/payroll change forms to hr@lawsociety.ie

Please note: Forms cannot be accepted without the appropriate authorisation.

To be included in weekly payroll, forms must be received no later than **close of business Wednesday of the relevant week.**

To be included in monthly payroll, forms must be received no later than the **second Wednesday of the relevant month.**