

New Employee Set Up

- When you receive notification from Human Resources in Maynooth University please complete the online [personnel form](#) (for salary payment, staff number, IT set-up)
- Your staff number will be sent to you by email when you have been set up on the relevant systems
- Return your Contract of Employment and other applicable documentation, signed, to HR by date indicated in your offer letter
- Please familiarise yourself with the Voluntary Income Protection Plan (VIPP), Voluntary Life Assurance Policy (VLAP) schemes
- You will be notified if a pre-employment medical is required for your role. The cost of this will be covered by the University