



cetb

Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

PAYMENT OF APPRENTICES

GET PAID!

Phase 2, 4 & 6

Keep this booklet safe. It
contains important
information regarding your
pay.



REGISTERING FOR PAYMENT

In order to be paid while on your Phase 2, 4 & 6 you must registered by an Authorised Officer working within Cork College of FET-Bishopstown Campus.

You must complete and return the following documents

1. F103 and Accommodation Form
2. Bank Statement Header

IMPORTANT

Please ensure that your Bank Account details are accurate.
Failure to do so may result in delayed payment

ACCOMMODATION AND TRAVEL

You may be entitled to claim an accommodation or travel allowance while attending your Phase 2,4, 6.

ACCOMMODATION

If you live more than 25 kilometres from your training location, **and** have moved to new accommodation for the duration of your training you can apply for an accommodation allowance.

Complete the Accommodation Allowance form and return to your Senior Training Advisor.

The Accommodation Allowance is €69.90 per week.

TRAVEL

There is no application form for Travel, it will automatically be applied to your wages if you don't apply for accommodation. You can claim a travel allowance for travelling to your training location. The travel will be based on your home address and not on the location of your workplace.

APPRENTICE TRAVEL ALLOWANCE		
MILES	KILOMETRES	RATE
3-5 miles	5-8 kilometres	€4.60
5-10 miles	8-16 kilometres	€11.90
10-20 miles	16-32 kilometres	€17.60
20-30 miles	32-48 kilometres	€21.60
30-40 miles	48-64 kilometres	€27.70
40-50 miles	64-80 kilometres	€32.60

IMPORTANT

You can claim either accommodation or travel allowance but not both.

Further information on apprentice pay is available on www.apprenticeship.ie

PAYSLIP

PEOPLEXD (CORE HR)

All apprentice payslips are stored on the People XD Portal.

You must log onto this system to access your payslip.

You will receive an email from People XD (Core HR) with full details about how to set up your account. The email will come from donotreply@corehr.com providing the link to create the account.

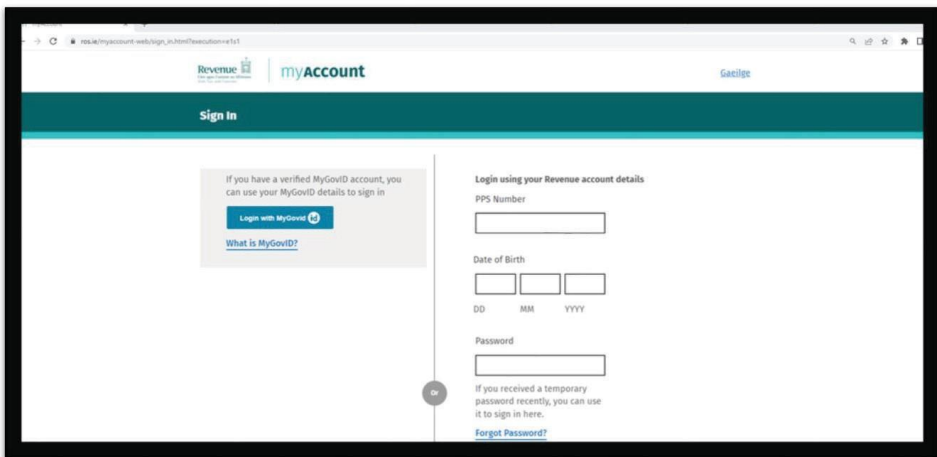
Your People XD (Core HR) account can only be set up from a laptop or a desktop computer. It cannot be set up from your mobile phone.

TAXATION

SWITCHING TAX CREDITS

To avoid emergency tax you must switch your tax credits to the Department of Education & Skills for the duration of your training.

To do this you will need a Revenue My Account. If you do not have already have one, you can register on https://www.ros.ie/myaccount-web/sign_in.html?execution=e1s1



The screenshot shows the Revenue MyAccount sign-in page. The page has a teal header with the Revenue logo and 'myAccount' text. Below the header is a 'Sign in' section. On the left, there is a box with the text 'If you have a verified MyGovID account, you can use your MyGovID details to sign in' and a 'Login with MyGovID' button. Below this is a link 'What is MyGovID?'. On the right, there is a 'Login using your Revenue account details' section with three input fields: 'PPS Number', 'Date of Birth' (with sub-fields for DD, MM, and YYYY), and 'Password'. Below the password field is a link 'Forgot Password?' and a note: 'If you received a temporary password recently, you can use it to sign in here.'

Toward the end of your first week/start of second week of training, log onto Revenue My Account.

Department of Education & Skills should appear on your account. Once the Department of Education & Skills appears on your account, switch your tax credits to the Department for the duration of your training.

It is your responsibility to ensure your tax credits are up to date.

If you need help with your tax credits, call Revenue on 01-7383636 between 9.30 am and 1.30 pm

Cork ETB **cannot help** with any tax queries.

ABSENCES

You are paid based on your attendance. Any absences must be accounted for as it would be in the workplace.

If you are absent for a full day you will be deducted for a full day.

If you are absent for part of a day you will be deducted for the hours missed.

Deductions for unapproved absences will be made from both your training allowance and your travel allowance.

APPROVED ABSENCES

You must provide a medical certificate for an approved absence. This should be submitted to your course tutor.

The maximum number of approved absences allowable is six days. Any absences over six days will not be paid, regardless of certification.

FREQUENTLY ASKED QUESTIONS

Am I paid a week in advance?

No you are paid in arrears.

I have not been paid, who do I contact?

The most common reason for not being paid is late submission of documents. If you did submit your documents, contact appwagescork@corketb.ie

I submitted an accommodation form, yet I have not received an accommodation allowance.

First, double check your payslip to make sure that you did not received the correct amount. Then contact appwagescork@corketb.ie

I can't access my pay slips

Did you register for Core HR from your email?

Try accessing on a desktop or a laptop computer. You cannot set up your People XD (Core HR) account from a phone.

Then contact appwagescork@corketb.ie

I have finished my phase but I'm not sure if I have received payment.

Log into People XD (Core HR) to check your payslips. If you are still unsure then contact appwagescork@corketb.ie,

I cannot log into People XD (Core HR), who do I contact?

Contact appwagescork@corketb.ie They will log a call on the online helpdesk for you.

I have not received an email from People XD (Core HR), who do I contact?

First check your Spam folder in case the email has gone there.

Then contact appwagescork@corketb.ie. They will log a call on the online helpdesk for you.

When do I move my tax credits back when finished my training phase?

This should happen automatically once you have received **your final payment** from the Department of Education & Skills.

Can I split my tax credits if I have a 2nd (part time) job?

You need to ring Revenue to get guidance on all tax related matters.

Can I move my tax credits myself or should I ring Revenue?

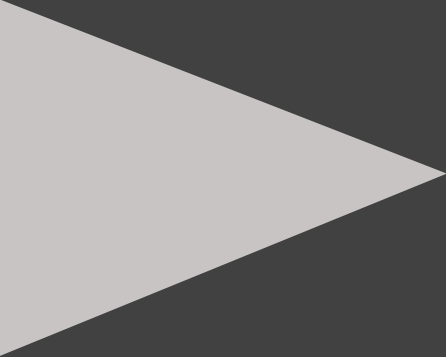
If you are unsure about how to move your tax credits you should ring Revenue to assist.

I have been emergency taxed.

You need to ring Revenue to get guidance on all tax related matters.

CONTACT DETAILS

QUERY	
Wages	appwagescork@corketb.ie
General Apprenticeship Queries	apprenticeship@corketb.ie





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A pathway for every learner

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