

COISTE GAIRMOIDEACHAIS CHATHAIR CHORCAÍ
CITY OF CORK VOCATIONAL EDUCATION COMMITTEE

***IMPORTANT INFORMATION FOR STAFF REGARDING REQUESTS
FOR AMENDMENTS TO PERSONNEL RECORDS***

Please note that requests for amendments to details held on personnel records can only be made on receipt of a request in writing by the employee. Requests through a third party (e.g. college office) or by telephone cannot be accepted.

Procedure

To request a change to the details held on file a request must be made in writing to the Human Resources Department.

Each request must contain the following information:

- Employee Name
- School/Centre in which you are employed
- Employee Number (this can be obtained from your payslip) or PPS number
- Details of Change required (note that for changes to bank details, the bank sort and bank account number are both required)

Change of Name

A request for change of name, in addition to the above information, must also be accompanied by evidence of legal stature of title e.g. marriage certificate, current tax certificate, etc. *Please note that under audit regulations only original documentation can be accepted. Originals will be returned once a certified copy has been made.*

Salary Deductions

Requests for a deduction to be made from salary should be made directly to the Payroll department either in writing to contain the information as above or on the official mandate form (where supplied by the company).

Any queries on this should be addressed to Ms. Valerie Lucey, Senior Staff Officer on 021/4273377 or by email to vlucey@corkvec.ie.

SUZANNE MULLINS,
Human Resources Manager.
September, 2009.