

## Request to set up new Position Code

HR/Peoplepoint Reference Number:	
Department/Office	
Date Effective	

### Set Up Details

Position Code:	
Position Code Description:	
No. of Points on Scale	
Min Value on Scale	
Max Value on Scale	
Is New Position Code to be Included in Overtime Rules? Y/N	
If yes please state overtime entitlement for this position	
CSO Occupation Status Code	
Matrix Mapping (If Applicable)	

**\* Please ensure Copy of Pay Scale is attached (should be retrieved from 'civilservicepayscales.gov.ie')**

### HR/Peoplepoint Authorisation

Prepared By:	
Authorised By:	
Date:	

### Payroll Support Authorisation

Overtime Rule No. Applicable	
Core Portal Allowance Updated	
List Databases Amended	
Input by:	Date:
Checked by:	Date: