**ASC10 Help sheet.**

***Part A***

**Is this employment your main public service employment?**

Answer **YES** if you have no other public service employers other than this role that you are due to undertake in University of Galway. IF you are retired from another public service employer than you can treat this as your main employer.

Answer **NO** if you are currently employed by another public service employer other than University of Galway.

1. **Are you a member of a public service pension scheme in respect of THIS employment?**

Answer **YES** if another public service employer currently employs you and you are contributing to a pension in that post.

Answer **NO** if you answered yes to the above question (Is this employment your main public service employment?).

1. **If no, do you receive a payment in lieu of pension in respect of THIS employment?**

If you answered NO to the first question (Is this employment your main public service employment?) please contact your main Public Service employer to ask if you receive(d) any payment in lieu of pension. If they confirm that you have, please answer YES, otherwise answer NO.

Answer **NO** if you answered yes to the first question(Is this employment your main public service employment?).

1. **If no, have you an entitlement to a retirement gratuity in respect of THIS employment?**

If you answered NO to the first question please contact your main Public Service employer to ask if you have you an entitlement to a retirement gratuity. If they confirm that you have please answer YES, otherwise answer NO.

Answer **NO** if you answered yes to the first question (Is this employment your main public service employment?)

1. **If no, do you have any other pension arrangement in respect of this employment?**

If you answered NO to the first question please contact your main Public Service employer to ask if you have any other pension arrangements other than the above questions. If they confirm that you have please answer YES, otherwise answer NO.

Answer **NO** if you answered yes to the first question(Is this employment your main public service employment?).

**If yes, please give further details**

If you answered **yes** to the above question please provide details of your pension arrangement with your other public service employer.

If you answered **no** to the above question no further details are required.

***Part B***

**Do you have any other employment in the Public Service?**

Answer **YES** if you are currently employed by another public service employer.

Answer **NO** if you have no other public service employers other than this role that you are due to undertake in University of Galway.

If **YES**, please provide details of subsidiary employments overleaf or on additional sheets as required.

***SUBSIDIARY EMPLOYMENTS (Page 2)***

Employer – Please enter the Name of your Main Public Service employer

Employer Registered Number - Please enter the Employer Registered Number of your main Public Service employer.

1. **Are you a member of a public service pension scheme in respect of this subsidiary employment?**

Answer **YES** if your other public service employment outside of University of Galway is pensionable.

Answer **NO** if your other public service employment outside of University of Galway is NOT pensionable.

1. **If no, do you receive a payment in lieu of pension in respect of this subsidiary employment?**

If you answered NO to the above question please contact your main Public Service employer to ask if you receive(d) any payment in lieu of pension. If they confirm that you have please answer YES, otherwise answer NO.

1. **If no, have you an entitlement to a retirement gratuity in respect of this subsidiary employment?**

If you answered NO to the first question please contact your main Public Service employer to ask if you have you an entitlement to a retirement gratuity. If they confirm that you have please answer YES, otherwise answer NO.

1. **If no, do you have any other pension arrangement in respect of this subsidiary employment?**

If you answered NO to the first question please contact your main Public Service employer to ask if you have any other pension arrangements other than the above questions. If they confirm that you have please answer YES, otherwise answer NO.

**If yes, please give further details**

If you answered **yes** to the above question please provide details of your pension arrangement with your other public service employer.

If you answered **no** to the above question no further details are required

***Important Information***

If you have previously worked in the public service in the current calendar year you will need your previous employer to complete an ASC 45 form.

If you are working elsewhere in public service you will need to ask your employer if they are your main or subsidiary Public Service employer.