**Requesting Additional Payments Form**

Line Managers must complete this form fully to request additional payments. You can contact your People Operations Adviser to discuss which allowance is most appropriate.

The university do not award additional spine points outside of the standard increment cycle.

Additional payments must begin on the 1st of the month and cease on the last day of a month, regardless of the day of the week.

Once complete email this form to your People Operations Adviser and your Finance Business Partner. The People Directorate cannot process this request without Finance authorisation.

This form can be used to request the following payments:

|  |  |  |
| --- | --- | --- |
| **Type** | **Description** | **Deductions** |
| **Honorariums** | One-off payment for a specific task or piece of work. | Tax, National Insurance & Pension |
| **On-Call Allowance** | Recurring payment  For employees on call out of working hours or those employees covering these duties for a temporary period.  This form can be used to request for an on-call allowance or request for it to be temporarily stopped (for example during maternity leave) | Tax, National Insurance & Pension |
| **Overseas Allowance** | Recurring payment  For members of staff based overseas. Please discuss this with your Senior People Business Partner before submitting the form. | Tax, National Insurance & Pension |
| **Market Premium Payment** | Recurring payment  Usually offered at recruitment and is used where a role, group of roles or area may need to offer a supplement where the labour market dictates. | Tax, National Insurance & Pension |
| **Retention Allowance** | Recurring payment  A supplement to an individual to assist with retention of skills within the university. | Tax, National Insurance & Pension |
| **Additional Duties** | Recurring payment  For an existing employee who is temporarily undertaking additional duties (for example project work, covering **some** duties of a vacant position).  Please specify an amount of money to be paid to the individual each month. | Tax, National Insurance & Pension |

**Please note:** This form cannot be used to pay an ‘acting up allowance’. Where an existing post is vacant this must be filled via a recruitment process, including where a temporary secondment is being considered. If an existing employee is to be temporarily seconded into such a role, their Horizon record will be updated with the temporary appointment, the person will be paid at the appropriate grade and, should the secondment last for more than a year, will increment. Where an internal appointment is made to a secondment opportunity at a higher grade than their substantive post, the starting salary will be at the bottom of the grade.

**Requesting Additional Payments Form**

|  |  |
| --- | --- |
| **Employee Details** | |
| **Surname** |  |
| **First Name** |  |
| **Employee Number** |  |
| **Job Title** |  |
| **Directorate/Faculty** |  |
| **School/Dept/Section** |  |

|  |  |
| --- | --- |
| **Line Manager Details** | |
| **Surname** |  |
| **First Name** |  |
| **Job Title** |  |
| **Please give details of any other authorising managers** |  |

|  |  |
| --- | --- |
| **Payment Details** | |
| **Type of Payment Requested** |  |
| **Start Date** | First of the month |
| **End Date** | Last calendar day of the month |
| **Review Date** |  |
| **Amount to be paid per month** (Please note that spine point or grade changes cannot be requested, you must give a figure to be paid) | £ |
| **Please give detailed reasons for requesting this payment** (Please include details of selection process and other payments already in action) |  |

|  |  |  |
| --- | --- | --- |
| **Funding Details** | | |
|  | **Funding code** | **Funding Source** |
| **Internally Funded** |  |  |
| **Externally Funded** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorisation** | | | |
|  | **Name** | **Signature** | **Date** |
| **Line Manager (Please ensure you have the budget holder’s approval)** |  |  |  |
| **Faculty Operating Officer/Directorate Budget Holder** |  |  |  |
| **Finance Directorate** |  |  |  |
| **People Directorate Input** |  |  |  |
| **People Directorate Input Check** |  |  |  |

**Please email this form to your People Operations Adviser and your Finance Business Partner.**

People Directorate Use only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Actioned by | Date Request Received | Date Passed to Finance (if applicable) | Returned by Finance  (if applicable) | Horizon Amended (please sign above) |
|  |  |  |  |  |
| Notes | | | | |