

**REQUEST FOR ADDITIONAL PAYMENT TO SALARIED MEMBERS OF STAFF PAID ON  
THE 24th OF EACH MONTH**

This form is to be used for requesting additional payments to members of staff via the University Payroll. The Employee Number must be included before returning to your department. This form must be received in the payroll department before the monthly cut off date as detailed at: <http://www2.warwick.ac.uk/services/humanresources/internal/payroll/info/>

<b>Full Name</b>		<b>Employee No.</b>								
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<b>Distance Learning Authorship payments only</b>	<b>Amount</b>	£											
	<b>Cost / Project code</b>												
Please note that payment cannot be made free from deductions of tax and national insurance unless the individual named above meets all of the following criteria: <ul style="list-style-type: none"> <li>* Carried out the work in their own home or personal office</li> <li>* Carried out the work using their own materials and / or equipment</li> <li>* Was left to their own initiative as to when, where &amp; how the work was performed</li> </ul>										<b>Payroll Element</b>			

**For other additional payments and taxable Distance Learning Authorship, please use the additional boxes below**

<b>Payment description</b>	<b>Amount</b>	£										
	<b>Cost code</b>											
	<b>OR</b>											
	<b>Project code</b>											
										<b>Payroll Element</b>		
<p><b>*Please note:</b> HR asks for this information so that we can check that the person will receive at least the National Minimum/Living Wage (NLW). If you do not provide these details, we will not pay a lump sum unless a member of the department sign up to the statement below to confirm that they having taken responsibility for NLW compliance.</p> <p><b>For lump sum amounts only (not recommended):</b> I confirm that, on behalf of my department and the University, I have checked the calculation of this lump sum and ensured that it meets at least the relevant National Minimum/Living Wage rate (see <a href="https://www.gov.uk/national-minimum-wage-rates">https://www.gov.uk/national-minimum-wage-rates</a>) excluding holiday pay. I understand the serious possible consequences of non-compliance (set out at <a href="https://www.gov.uk/national-minimum-wage/employers-and-the-minimum-wage">https://www.gov.uk/national-minimum-wage/employers-and-the-minimum-wage</a>).</p> <p><b>Name and Job Title:</b></p> <p><b>Signature:</b></p>												

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	<b>OR</b>											
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Authorisation - Budget Holder \_\_\_\_\_ Print Name \_\_\_\_\_ Telephone ext. \_\_\_\_\_ Date \_\_\_\_\_

Authorisation - Financial Administrator \_\_\_\_\_ Print Name \_\_\_\_\_ Telephone ext. \_\_\_\_\_ Date \_\_\_\_\_

**Staff Privacy Notice:**

As a member of staff, we ask that you read our updated Staff Privacy Notice carefully as it contains important information on how and why we collect, store, use and share your personal data, your rights in relation to your personal data and who to contact in the event that you have a query or complaint