

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. **To Be submitted via Ask HR Ticket** and received by the payroll department before the cut off date. For Details of the cut off dates please see <https://warwick.ac.uk/services/humanresources/internal/a-z/hrpayrollcutoffdates>

Full Name		Employee No.							
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For additional payments, please use the boxes below and include Description of payment

Payment description	Amount	£							
Hourly pay rate*: £	Cost code (8 Characters)								
Hours worked*:	Project code (12 Characters)								
Description*	Internal Order								
			Payroll Wage Type						
<p>*Please note: 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>For lump sum amounts only (not recommended): 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 https://www.gov.uk/national-minimum-wage-rates) excluding holiday pay. I understand the serious possible consequences of non-compliance (set out at https://www.gov.uk/national-minimum-wage/employers-and-the-minimum-wage).</p>						
			Name and Job Title:						
			Signature:						

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Authorisation - Budget Holder _____ Print Name _____ Telephone ext. _____ Date _____

Authorisation - Financial Administrator _____ Print Name _____ Telephone ext. _____ Date _____

Descriptor	Wage Type
Ad hoc Teaching Hol Pay	3112
Adhoc Teachg Fees	3109
Adhoc Teaching (non-pens)	3110
Cnsltncy - Extnl - HolPay	3021
Cnsltncy - Extrnal (pens)	3019
Exam Invigilation	3494
Holiday Pay - Basic Hours	3002
Holiday Pay Lump Sum	3330
Internal Examiner	3012
Internal Examiner - Holid	3014
Intnl Examnr (non-pens)	3013
Lecture Fee	3010

Descriptor	Wage Type
On-line Tutor	3702
On-line Tutors (non-pens)	3703
On-line Tutors- Hol Pay	3704
Supervision	3150
Supervision - Hol Pay	3154
Supervision (non-pens)	3152
Script Marking	3488
Script Marking (non-pens)	3490
Overtime @ 1.0T M	9010
Overtime @ 1.5T M	9011
Overtime @ 2.0T M	9012

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