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| **REWARD AND RECOGNITION SCHEME**  **(effective from 1 October 2013)** | | | | | | | | | | | | | | | | |
| ***Once completed in full, this form should be signed by your department’s authorised payroll approver and sent to Payroll, Hythe Bridge Street. Alternatively, it can be e-mailed by the payroll approver to: payroll@admin.ox.ac.uk*** | | | | | | | | | | | | | | | | |
| **DEPT** | | | | | | | | | | | | | | | | |
| **EMPLOYEE SURNAME** |  | | | | | | | **FIRST NAME** |  | | | **TITLE** | |  | | | |
| **POST NO.** |  |  |  |  |  |  | **PERSONNEL NUMBER** | | |  |  |  |  |  |  |  |
| **1. RECURRENT AWARD FOR EXCELLENCE** (*wef 1 August 2023 1*)  *(definition: an increment of one scale point effective from 1 August 2023.)* | | | | | | | | | | | | | | | | |
| **Current Grade**…………… **Point** ………….. (as at 31 Dec 2022)    Please increase this salary by one scale point.  (***\*Payroll will pro rata for part time employees and/or any periods of unpaid leave 2.)*** | | | | | | | | | | | | | | | | |
| **2. NON-RECURRENT AWARD FOR EXCELLENCE** (*wef 1 August 2023 1*)  *(definition: the difference between the current scale point on the grade and the point above – a one off non-pensionable payment)* | | | | | | | | | | | | | | | | |
| **Current Grade**…………… **Point** ………….. (as at 31 Dec 2022)    Please pay the difference between the current grade/point and the point above.  (***\*Payroll will pro rata for part time employees and/or any periods of unpaid leave 2.)***  Costed to *(if different from pay costing):*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | DEPT |  |  | 0 | 0 | 0 | 0 | **/** | 0 | 0 | **/** |  |  |  |  |  |   **OR**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | CCPROJ |  |  |  |  |  |  |  |  | **.** |  |  |  |  | | | | | | | | | | | | | | | | | |
| **3. RECOGNITION AWARD** *(definition: a single payment of £200)* | | | | | | | | | | | | | | | | |
| Please pay a non-recurrent addition of £200    Costed to *(if different from pay costing):*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | DEPT |  |  | 0 | 0 | 0 | 0 | **/** | 0 | 0 | **/** |  |  |  |  |  |   **OR**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | CCPROJ |  |  |  |  |  |  |  |  | **.** |  |  |  |  | | | | | | | | | | | | | | | | | |
| AUTHORISED SIGNATURE ……………………………………………...........................…...........................  NAME (please print) ...................................................................................................... Date \_\_ \_\_ /\_\_ \_\_ /\_\_ \_\_ | | | | | | | | | | | | | | | | |
| *Notes:*   1. *The first payment for recurrent awards and the earliest payment for non-recurrent awards will be in August 202’3s pay.* 2. *A payment will be paid on a pro-rata basis if the individual is, or has been part-time. If the member of staff has had a period of unpaid leave or furlough during the year 1/1/2022 to 31/12/2022, please seek advice from your HR Business Partner in Central Human Resources before processing the payment.* | | | | | | | | | | | | | | | | |