# UR Device OutlineLump Sum Awards Approval Form 2017/2018

Human Resources

Unit name goes here

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| --- | --- | --- | --- |
|  | | | |
| Name of recipient | Click here to enter text. | | |
| Payroll number | Click here to enter text. | | |
| Service or Academic School | Click here to enter text. | | |
| Function or School | Click here to enter text. | | |
| Department | Click here to enter text. | | |
| Value of award | Click here to enter text. | | |
| Please indicate the professional [**behaviours demonstrated**](http://www.reading.ac.uk/web/FILES/humanresources/humres-Values_for_Working_Together_and_Professional_Behaviours.pdf) in this submission | Achieving Results | Demonstrating Excellence | Embracing & Enabling Change |
| Working Together | Developing Self & Others | Finding Innovative Solutions |
| Reason for award  Please attach a copy of the letter to the individual to be placed on their personal file. | Click here to enter text. | | |
| APPROVALS | | | |
| Head of Service/Head of School | Signature Click here to enter text. | | Date |
| Director of HR (If award is £1,500 or more) | Signature Click here to enter text. | | Date |

### Please note:

* Awards will be paid in the next available salary run following receipt of a fully completed and authorised form.
* Older versions of the Lump Sum Approval Form will not be accepted and will be returned.
* This form will not be accepted after 1st January 2018. With effect from 1st January 2018, all Lump Sum Awards must be submitted on-line: <https://hrforms.reading.ac.uk>

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| --- | --- |
| FOR HR USE ONLY | |
| Date received | Date |
| Job family | Click here to enter text. |
| Cost code | Click here to enter text. |
| Signature | Click here to enter text. |
| Passed to HR Ops | Date |