# 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 awardPlease 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 | SignatureClick here to enter text. |  Date |
| Director of HR(If award is £1,500 or more) | SignatureClick 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 |