

# Honorarium Payment

This form should be used to arrange a one off or ongoing additional payment for an employee carrying out additional duties on a temporary basis. It should not be used for acting up arrangements. All honoraria need to comply with the Framework for Honoraria and Acting Up Arrangements, available at:

<https://i.warwickshire.gov.uk/content/honorarium-and-acting/honorarium-and-acting>. Fields marked \* are mandatory

**Employee Name**

**Assignment Number**

**Job Title and Job Evaluation ID Number (JEID)**

**Service or Team**

## For One off Payments:

**Payment Due Date:**

**Payment Amount:**

## For Ongoing Payments:

**Payment Effective Start Date:**

**Payment End Date:**

**Monthly Amount to Pay:**

## For All Payments:

**JEID and Job Title of Higher Graded Post OR Spinal Column Point (SCP) for Additional/Project Work Honorarium is based on:**

**How Amount is Calculated:**

**Reason for Payment:**

**The line manager and Assistant Director/Strategic Director must authorise payment of all honoraria, and in doing so confirm that they comply with the Framework for Honoraria and Acting up Arrangements:**

**Authorised By Line Manager (Signature):**

**Authorised On (e.g. DD/MM/YYYY)**

**Authorised By Director / Executive Director (Signature):**

**Authorised On (e.g. DD/MM/YYYY)**

**Notes:**

Written signatures not required if an Honorary Payment form is submitted by e-mail. However a clear audit trail from both authorisers is required before payment can be made.

If an honorary is based on a higher graded post, the JEID of the higher graded post must be stated on the Honorary Payment form.

If an honorary is based on a SCP for additional/project work, the SPC should be stated on the Honorary Payment form.