

**PAYMENT CHANGE ADVICE**

**ACCOUNTS BRANCH** **Change Advice No…………….**

**Please take action as indicated below \*on appointment – promotion -**

**\*Delete as required orinsert relevant action**

**cessation of appointment-grant of allowance-change of address**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** | | **Other names** | | | **File No.** | | |
| **Present grade** | | **New grade (if applicable)** | | | **Vote head/Sub-head** | | |
| **Terms of new grade (if applicable)**  **Permanent – Probationary – Contract - Temporary** | | | | | **Station** | | |
| **Salary scale(Showing incremental progression)** | | | | | | | |
| **Rate of pay per annum (figures and words)** | | | | | **Effective date for action** | | |
|  | | | **To be halted at (if applicable**  **£ on** | | | | |
| **REMARKS:** | | |  | | |  | |
| **ALLOWANCES** | | **Rate per**  **month** | | **With effect**  **from** | **Last date of payment** | | **NOTES** | |
| **Type** | |
|  | |  | |  |  | |
|  | |  | |  |  | |
|  | |  | |  |  | |
| **DEDUCTIONS OR RECOVERIES** | | | | | **Monthly**  **deduction** | **With effect**  **From** | | **Last date of recovery** | **NOTES** |
| **Reason** | | | **Total amount** | |
|  | | |  | |  |  | |  |
|  | | |  | |  |  | |  |
|  | | |  | |  |  | |  |

**Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorised by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Copy** | **For use in Accounts Branch** | **Signature** | **Date** |
| **Noted in register by…………………..** |  |  |
| **Action taken by………………………** |  |  |
| **Checked by……………………………** |  |  |

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