

This form is to be completed by the relevant Division manager and HOD then forwarded to GPI Government Treasurer.

Employees Name:		
Job title:		
Department:	Division:	
Wage: \$		
Authorised By:		
HOD:		
Signature:		
Division manager:		
Signature:		
Start payment date:		
Finish payment date:		
	Note: A copy must go in employees file.	

Date Policy last reviewed: 21st October 2021 Date Policy due for next review: October 2023