

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: 21<sup>st</sup> October 2021 Date Policy due for next review: October 2023