



Staffing Allowance

Authority to amend employee's salary

SA2

When to use this form

Use this form to authorise a salary amendment, make a bonus payment, or overtime payment for an employee from your Staffing Allowance.

About filling in this form

If you have any questions about this form, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

CHARLES WALKER MP

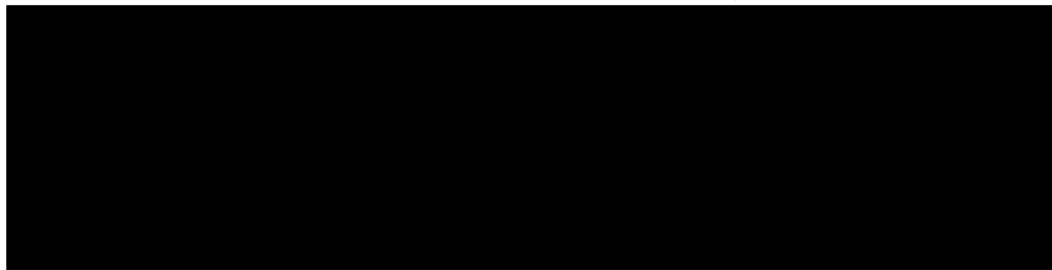
Constituency

BROXBOURNE

Employee details

First name

Surname in CAPITAL LETTERS



Amendment to salary

Amount in pounds or Amount as percentage Date effective from
Increase £ pa or % / /
Decrease £ pa or % / /

Amendment to weekly hours

Hours per week Date effective from
Increase weekly hours to per week / /
Decrease weekly hours to per week / /

Bonus payment

Amount in pounds or Amount as percentage of annual salary
Bonus payment £2000 pa or %
Payment taken from previous year's allowance
If ticked, your claim must be received by 31 May

Overtime payment

Number of additional hours worked
Please attach detail of hours
Payment taken from previous year's allowance
If ticked, your claim must be received by 31 May

Authorisation and declaration

- I authorise the Department of Finance & Administration, House of Commons, to update the salary of the above mentioned employee from the date shown
- I confirm that payments are in respect of work wholly, exclusively and necessarily undertaken

Signature MP

Date 30/11/05

Data protection

On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the employing member, the House of Commons and the Inland Revenue. The information may also be disclosed to the National Audit Office for audit purposes.

The information will be processed in accordance with the provisions of the Data Protection Act 1998. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, including the right to see and receive a copy of any personal data that the House of Commons Administration holds about you on behalf of your employer, please contact your employer.

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only	
New monthly salary	£ <input style="width: 80px;" type="text"/> (C101)
Effective date	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Bonus amount	<input style="width: 40px;" type="text"/> % of £ <input style="width: 60px;" type="text"/> pa = £ <input style="width: 80px;" type="text"/> 3002
Overtime	<input style="width: 40px;" type="text"/> hrs @ £ <input style="width: 60px;" type="text"/> ph = £ <input style="width: 80px;" type="text"/> 3003
Arrears	a) old monthly salary £ <input style="width: 80px;" type="text"/> b) new monthly salary £ <input style="width: 80px;" type="text"/> c) monthly increase £ <input style="width: 80px;" type="text"/> d) arrears £ <input style="width: 80px;" type="text"/> 3004
Validation	Initials Date
Form received/ date stamped	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Signature and funds check	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Calculation done	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Permanent input done	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Controls updated	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>