

ALLOWANCES AND ACTION TAKEN ON IMPLEMENTATION OF A PAY UPLIFT

The following information on allowances applies to standard pay uplifts i.e. those which uplift base pay by percentage value. Agreements on specific pay uplifts may vary how this guidance is applied and where this is the case details will be contained in the relevant pay uplift circular.

Name	Description	Eligibility Criteria	Pay uplift applies (Y/N)	Action required by:	Type of calculation
Acting Up Allowance NP	Non-pensionable acting up payment	Staff acting-up for a maximum of twelve months	No	N/A	Value
AP elect	Payments made to research staff who have been successfully appointed to an Associate Professorship but owing to the requirements of a grant the member of staff is delayed from formally taking up the position	Research staff	Yes	Payroll	Value
AP with Professorial Title	Additional payment in recognition of conferment of title of Professor	Non-medical Associate Professors who have satisfied the criteria for the conferment of the title of Professor, and who are not in receipt of an allowance for R&R that exceeds the value of the payment.	Yes	HRIS support	Scaled allowance (£2,754 less any R&R payments, as at 1.08.18)
AP with Professorial Title (Cash value)	Additional payment in recognition of conferment of title of Professor	Non-medical Associate Professors who have satisfied the criteria for the conferment of the title of Professor, and who are not in receipt of an allowance for R&R that exceeds the value of the payment.	Yes	Payroll	Value (£2,754 less any R&R payments, as at 1.08.18)
ATI Supplement - Pensionable	ATI recruitment supplement	For ATI fellows only	No	N/A	Value
ATI Supplement - Non-pensionable	ATI recruitment supplement	For ATI fellows only	No	N/A	Value
Boot Allowance	Monthly boot allowance	Security staff (all support)	No	N/A	Value
Buy out grant (Pensionable)	External grant funders buy out teaching with pension contribution for a limited time to allow Associate Professors to concentrate on research	Associate Professors	Yes	Department	Value
Buy out grant (Non-pensionable)	External grant funders buy out teaching with pension contribution for a limited time to allow Associate Professors to concentrate on research	Associate Professors	Yes	Department	Value
Clothing Allowance	Monthly clothing allowance	Security Services staff (all support) and Proctors	No	N/A	Value
Cost of Living Allowance	Allowance paid to overseas staff to top up their basic pay	Overseas based staff	No	N/A	Value
Directorship Payment	Paid to directors	All staff, FTE amount required.	No	N/A	Value
External Salary Supplement (Pensionable)	External research funders award additional salary supplements with pension contribution to research fellows.	Research Fellows	No	N/A	Value
External Salary Supplement (Non-Pensionable)	External research funders award additional salary supplements with pension contribution to research fellows.	Research Fellows	No	N/A	Value
Extra Living Allow Marie Curie	Top up between the rate for their grade (paid as basic salary) and the level agreed in the grant for staff employed on Marie Curie fellowships.	Marie Curie staff, pre 1/3/11 only.	No	N/A	Value
Family Allowance		Nuffield Dominion Trust, FTE amount required.	No	N/A	Value
Flexible Shift Premium % Basic	Shift pay	Support staff only after approval by the Reward team	Yes	Automatic	Percentage Payments
Kellogg College Academic Allowance	Work some of the time at Kellogg College	Academic staff who work some of their time at Kellogg College. All staff, FTE amount required.	No	Kellogg instruction to payroll	Value
Kellogg College Presidents Allowance	Being President of Kellogg College	Academic staff who work some of their time at Kellogg College. All staff, FTE amount required.	No	Kellogg instruction to payroll	Value
Kellogg College Responsibility	Work some of the time at Kellogg College	Academic staff who work some of their time at Kellogg College. All staff, FTE amount required.	No	Kellogg instruction to payroll	Value
Kellogg College Supervision Fee	Work some of the time doing supervision at Kellogg College	Academic staff who work some of their time at Kellogg College. All staff, FTE amount required.	No	Kellogg instruction to payroll	Value
London Weighting NP	Non-pensionable London weighting	Not for new employees	No	N/A	Value
London Weighting Pensionable	Pensionable London weighting	Mainly Gray Cancer Care, but also some NDM staff applies to those with retained benefit from a TUPE transfer.	No	N/A	Value
Long Service Allowance	Monthly payment to support staff with 25 years or more service	Support staff with greater than 25 years service	No	N/A	Scaled allowance
Market Pay Supplement	Additional payment made on top of basic pay due to the prevailing market rate for the specific type of work	All staff, but only after approval by the Reward team.	Application depends on the outcome of the annual review of market supplements	Reward team	Value
MC Student Living Allowance	Living allowance paid in place of basic pay.	Marie Curie students on Initial Network fellowship programme. Monthly FTE amount required.	No	N/A	Value
Misc Non Pens Payment	Miscellaneous non-pensionable payment Please advise your payroll officer if cost of living is applicable for this payment.	All staff. Payments may be queried by Payroll or the Reward team.	Application depends on contractual set up	Payroll	Value
Misc Non Pens Payment 2-4	Miscellaneous non-pensionable payment 2 - 4: used in some cases where someone has more than one non-pensionable miscellaneous payment. Please advise your payroll officer if cost of living is applicable for this payment.	All staff. Payments may be queried by Payroll or the Reward team.	Application depends on contractual set up	Payroll	Value
Misc Pens Payment	Miscellaneous pensionable payment Please advise your payroll officer if cost of living is applicable for this payment.	All staff. Payments may be queried by Payroll or the Reward team.	Application depends on contractual set up	Payroll	Value

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Misc Pens Payment 2-4	Miscellaneous pensionable payment 2 - 4: used in some cases where someone has more than one pensionable miscellaneous payment. Please advise your payroll officer if cost of living is applicable for this payment.	All staff. Payments may be queried by Payroll or the Reward team.	Application depends on contractual set up	Payroll	Value
Mobility Allowance Marie Curie	Additional payment made on top of basic pay to Marie Curie Fellows where they have moved country to take up the post. Amount received depends on whether or not they have a family.	Marie Curie staff	No	N/A	Value
Proctors and Assessors	Pay code for Proctors and Assessors	University Officers	Yes	Payroll	Value
Professorial Merit Pay	Recurrent or one-off payments made to eligible staff based on relevant criteria. Awards are made via an annual exercise and approved by the Senior Appointments Panel. This exercise replaces the previous professorial distinction award exercise.	Statutory professors and readers (except clinical professors and readers); and, Associate professors, keepers, and staff on the academic-related grades and on RSIV contracts who hold the title of full professor and are employed by the University on nonclinical contracts.	Yes	HRIS support	Scaled allowance
Responsibility Allowance (pensionable and non-pensionable)	Payments made for <i>temporary</i> administrative responsibilities below the level of Head of Department	Academic or research staff undertaking temporary administrative roles in addition to their substantive role.	Yes	HRIS support	Value
Responsibility Allowance % Sal Pension	Payment for Support staff undertaking duties which demand a greater degree of skill or responsibility than their substantive grade, for a defined portion of their contractual hours	Support staff only after approval by the Reward team.	Yes	Automatic	Percentage Payments
RS Wolfson award (pensionable and non-pensionable)	Merit awards granted by the Royal Society	Academic and research staff	Application depends on contractual set up	Payroll	Value
Salary Supplement - Recruitment	Additional payment made on top of basic pay justified on the grounds of recruitment following consideration of a case by the Senior Appointments Panel	Only after approval by the Senior Appointments Panel	Yes	Payroll	Value
Salary Supplement - Retention	Additional payment made on top of basic pay justified on the grounds of retention following consideration of a case by the Senior Appointments Panel	Only after approval by the Senior Appointments Panel	Yes	Payroll	Value
Schedule Allowance NP	HoD allowances made for a fixed period of less than 3 years	Heads of Department listed in the agreed schedule by Personnel Committee	Yes	HRIS support	Scaled allowance
Schedule Allowance Pensionable	HoD allowances made for a fixed period of 3 years or more	Heads of Department listed in the agreed schedule by Personnel Committee	Yes	HRIS support	Scaled allowance
Split costing (pensionable and non-pensionable)	To capture allowances which are costed across more than one cost centre	Any allowance that is paid from more than one cost centre.	Yes	Payroll	Value
Standby and call-out % payment	Percent based	All staff only after approval by the Reward team	Yes	Automatic	Percentage Payments
Standby & call-out pay cash	Fixed amount	All staff only after approval by the Reward team.	Yes for staff receiving payment calculated as an average of salaries. No for the flat-rate payment and/or broadband payment	Department	Value
TUPE (pensionable and non-pensionable)	Allowance to which staff are contractually entitled under the terms of their TUPE agreement	Employees transferred under TUPE rules	Application depends on contractual arrangements	Dept	Value
UNIVERSITY OFFICER	Pay code for University Officers; Bedels, Vergers, PVC etc.	Grade B24, M64 and M63	Yes	Payroll	Value
Wellcome Trust Supplement Allowance	Awarded to Senior Fellows, Intermediate Fellows and Junior Fellows, each paid a different level of supplement.	WT Fellows	No	N/A	Scaled allowance
Wellcome Trust Distinction Award	Wellcome Trust supplement awarded to Principal Research Fellows. Three levels available with different monetary values.	WT Fellows	No	N/A	Scaled allowance

Clinical Allowances					
Clinical Academia (A63/E63)	Payment made to staff on grades A63 and E63 who have successfully completed a higher degree and returned to clinical training	NHS - junior clinical – new contract	Yes (clinical pay uplift only)	Payroll	Value
Clinical APA 1 UNIT A 10%	Permanent clinical additional programmed activities at 10%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1 UNIT B 10%	Permanent clinical additional programmed activities at 10%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1 UNIT C 10%	Permanent clinical additional programmed activities at 10%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1 UNIT D 10%	Permanent clinical additional programmed activities at 10%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1/4 UNIT A 2.5%	Permanent clinical additional programmed activities at 2.5%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1/4 UNIT B 2.5%	Permanent clinical additional programmed activities at 2.5%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1/4 UNIT C 2.5%	Permanent clinical additional programmed activities at 2.5%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1/4 UNIT D 2.5%	Permanent clinical additional programmed activities at 2.5%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1/2 UNIT A 5%	Permanent clinical additional programmed activities at 5%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1/2 UNIT B 5%	Permanent clinical additional programmed activities at 5%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1/2 UNIT C 5%	Permanent clinical additional programmed activities at 5%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 1/2 UNIT D 5%	Permanent clinical additional programmed activities at 5%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 2 UNITS A 20%	Permanent clinical additional programmed activities at 20%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 2 UNITS B 20%	Permanent clinical additional programmed activities at 20%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA 2 UNITS C 20%	Permanent clinical additional programmed activities at 20%	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical APA OTHER %	Permanent clinical additional programmed activities other percentage	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Percentage Payments

Name	Description	Eligibility Criteria	Pay uplift applies (Y/N)	Action required by:	Type of calculation
Clinical APA migration	Permanent clinical additional programmed activities- all codes are migrated here to a value.	Clinical Staff	Yes (clinical pay uplift only)	Automatic	Value
Clinical Excellence Award 1-9	The rates for this allowances are normally 1-12 different levels of clinical excellence awards. All recharged to the local NHS Trusts. Replaces the old local and national schemes which were paid under CP MA Disc and CProf MA. The allowance has been split into 2 1-9 and 10-12 to cater for the clinical apa calculation - interim only.	Clinical Staff (medical)	As notified by UCEA with Clinical uplift	HRIS support	Scaled allowance
Clinical Excellence Award 10-12	The rates for this allowances are normally 1-12 different levels of clinical excellence awards. All recharged to the local NHS Trusts. Replaces the old local and national schemes which were paid under CP MA Disc and CProf MA. The allowance has been split into 2 1-9 and 10-12 to cater for the clinical apa calculation - interim only.	Clinical Staff (medical)	As notified by UCEA with Clinical uplift	HRIS support	Scaled allowance
Clinical On Call Payments Academic		All clinical academics	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Clinical Professor Merit Award	This allowance has been split into 2 allowance codes level 1 to cater for the ceiling on the 35484.00 clinical apa calculation -interim process only. Used to make payments for nationally awarded clinical distinction awards. Now a closed scheme, replaced by clinical excellence awards. Might still apply to someone who joins with this payment from another employer.	Clinical staff	As notified by UCEA with Clinical uplift	HRIS support	Scaled allowance
Clinical Professor Merit Award Addition	This allowance has been split into 2 allowance codes to cater for the ceiling on the 35484.00 clinical apa calculation - interim process only.	Clinical staff	As notified by UCEA with Clinical uplift	HRIS support	Scaled allowance
Clinical Professor Merit Award Disc Points	Used to make payments for locally awarded clinical distinction awards. Now a closed scheme, replaced by clinical excellence awards. Might still apply to someone who joins with this payment from another employer.	Clinical staff	As notified by UCEA with Clinical uplift	HRIS support	Scaled allowance
Clinical Speciality (A63/E63)	Payment made to staff on grades A63 and E63 who are in a hard to fill training programme as defined by the NHS. At present this is only payable to Histopathology trainees, Psychiatry trainees at ST4 and above, and Emergency Medicine trainees at ST4 and above.	NHS - junior clinical – new contract	Yes (clinical pay uplift only)	Payroll	Value
Clinical Additional Rostered Allowance	Junior doctors who are on the pay scale (A63), and who have taken an step out of clinical training (known as an OOPR) on the 2nd/3rd August 2016 are not eligible for the cash floor payment protection. Because the above doctors were not in clinical training in August 2016, their pay cannot be protected. Instead they are eligible for various allowances for their clinical work. The total amounts for these allowances can vary, depending on which Trust they are working for.	NHS - junior clinical	Yes (clinical pay uplift only)	Payroll	Value
Clinical Weekend Allowance	Junior doctors who are on the pay scale (A63), and who have taken an step out of clinical training (known as an OOPR) on the 2nd/3rd August 2016 are not eligible for the cash floor payment protection. Because the above doctors were not in clinical training in August 2016, their pay cannot be protected. Instead they are eligible for various allowances for their clinical work. The total amounts for these allowances can vary, depending on which Trust they are working for.	NHS - junior clinical	Yes (clinical pay uplift only)	Payroll	Value
Clinical Night Premium Allowance	Junior doctors who are on the pay scale (A63), and who have taken an step out of clinical training (known as an OOPR) on the 2nd/3rd August 2016 are not eligible for the cash floor payment protection. Because the above doctors were not in clinical training in August 2016, their pay cannot be protected. Instead they are eligible for various allowances for their clinical work. The total amounts for these allowances can vary, depending on which Trust they are working for.	NHS - junior clinical	Yes (clinical pay uplift only)	Payroll	Value
Clinical Availability Allowance	Junior doctors who are on the pay scale (A63), and who have taken an step out of clinical training (known as an OOPR) on the 2nd/3rd August 2016 are not eligible for the cash floor payment protection. Because the above doctors were not in clinical training in August 2016, their pay cannot be protected. Instead they are eligible for various allowances for their clinical work. The total amounts for these allowances can vary, depending on which Trust they are working for.	NHS - junior clinical	Yes (clinical pay uplift only)	Payroll	Value
Local Clinical Excellence Award (interim scheme)	NHS CEA awarded as part of the interim CEA scheme	Individual provides services to the NHS. Honorary contract in place. NHS informs University that an award is to be given for a fixed period of time.	No	N/A	Value
Pay Band 1B 40%	On-call payments for junior staff	NHS - junior clinical	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Pay Band 1C 20%	On-call payments for junior staff	NHS - junior clinical	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Pay Band 1A & 2B 50%	On-call payments for junior staff	NHS - junior clinical	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Pay Band 2A 80%	On-call payments for junior staff	NHS - junior clinical	Yes (clinical pay uplift only)	Automatic	Percentage Payments
Pay Band 3 100%	On-call payments for junior staff	NHS - junior clinical	Yes (clinical pay uplift only)	Automatic	Percentage Payments