**One-Off Allowances**

All Payroll templates can be found here on BSO:

<https://bso.bradford.gov.uk/Schools/CMSPage.aspx?mid=3501>

**General Info**

* Do not delete any cells
* Always start on row 9 – don’t leave any lines above blank
* Make sure all entries are in one block – don’t leave any lines between entries blank
* Please do not put any full stops in the file name when saving

**Template Details**

**Authorised Officer**

* Needs to appear on the Approved Officers Authorised Signatories form
	+ If they do not – get in touch with your Payroll contact and complete a new form
* Please make sure telephone number and email is up to date

**Filling in the Template**

**Payroll Number**

* Ensure this is the correct employee and position that the one-off allowance is for

**Last Name & First Name**

* Need to tie up with Payroll number

**Date**

* Use ‘/’ rather than ‘.’ when entering dates
	+ E.g. 01**/**04**/**2019 (rather than 01**.**04**.**2019)

**Wage Type**

* Select from the drop down (one of the six below)



**Amount**

* Enter the monetary value to be paid
* Do not put a ‘£’ sign