

MULTIPLE ENTRY TR268 (UPS3)

Name of School: _____ School Reference No /

The teachers listed below are authorised to be paid on Point 3 of the Upper Pay Scale (UPS) from the date shown in Column (5) below, in accordance with the following criteria:-

- After two years service on Point 2 of the Upper Pay Scale teachers are eligible for consideration for progression to Point 3 of the Upper Pay Scale providing they have two consecutive successful Performance Review and Staff Development (PRSD) review statements.

The completed form must be returned to Teachers' Pay and Pensions Branch, Waterside House, 75 Duke Street, Londonderry, BT47 6FP.

1 Name	2 Teacher's Reference Number (TR No)	3 Date Placed on Upper Pay Scale Point 2	4 Revised Salary Placing on Upper Pay Scale	5 Effective Date of Payment on Upper Pay Scale Point 3	(6) For Use by Teachers' Pay and Administration Branch
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Signature of Principal: _____ Date:

(on behalf of Board of Governors)

*Countersignature of Employing Authority: _____ Date:

**To be signed by the Employing Authority in respect of a school which does not have a fully delegated budget.*

To be copied to the Employing Authority in respect of a school which does have a fully delegated budget.

For Office Use Only	Received	Input (AO)	Checked (EOII)
Signature			
Date			

Please note that any forms received after Friday 28 October 2011 will not be processed.

NOTES

Please note the following points carefully when completing form TR268.

1. After two years service on UPS2, teachers are eligible for consideration for progression to UPS3 in accordance with agreed performance review arrangements.
2. Form TR268 (UPS3) should be completed in respect of eligible teachers who have been recommended for progression to UPS3.
3. Schools with **fully delegated budgets** should send a copy of the form to their Employing Authority.
4. Schools which **do not have a fully delegated budget** should send the **original** TR268 form to their Employing Authority for authorisation and onwards transmission to Waterside House.
5. TR268 (UPS3) forms must be returned to the address below **no later than Friday 28 October 2011**.
6. **Any form received by the Department after Friday 28 October 2011 will not be processed.**

Please return completed TR268 (UPS3) forms to:

Department of Education
Teachers' Pay and Pensions Branch
Waterside House
75 Duke St
Londonderry
BT47 6FP