

MULTIPLE ENTRY TR268 (UPS1)

Name of School: _____ School Reference No /

The teachers listed below have met the threshold standards and are authorised to be paid on Point 1 of the Upper Pay Scale (UPS) from the date shown in Column (5) below.

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

1 Name	2 Teacher's Reference Number (TR No)	3 Date Placed on Point 6 of the Main Pay Scale	4 Revised Salary Placing on Upper Pay Spine	5 Effective Date of Payment on Upper Pay Spine Point 1	(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			

NOTES

Please note the following points carefully when completing form TR268.

1. After one year's service on Point 6 of the Main Pay Scale, teachers are eligible for consideration for progression to UPS1 in accordance with the agreed threshold arrangements.
2. Form TR268 (UPS1) should be completed in respect of teachers who have met the threshold standards.
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(UPS1) forms must be returned to the address below no later than **30th October 2009**.

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