**CAIS AM DALIAD HONORARIWM**

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| **Gwasanaeth / Ysgol:** | | |  | | | | | | | | | |
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| **Enw'r gweithiwr:** | | |  | | | | | | | | | |
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| **Cyfeirnod personol:** | | |  | | | | | | | | | |
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| **Achos busnes a chyfrifiadau:** | | |  | | | | | | | | | |
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| **Taliad misol:** | | |  | | | | | | | | | |
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| **Dyddiad dechrau:** | | |  | | | | **Dyddiad gorffen:** | | |  | | |
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| **A yw hyn yn barhad?:** | Ydy/Nac Ydy | | | **Os ydyw, nodwch y dyddiad cychwyn gwreiddiol:** | | | | | | | |  |
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| **Llofnod y rheolwr llinell:** | |  | | | | | | **Dyddiad:** | | |  | |
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| **Teitl y Swydd:** | |  | | | | | | | | | | |
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| **Honorariwm wedi’i gymeradwyo gan y Pennaeth Gwasanaeth ?:** | | | | | | | | | Ydy/Nac Ydy | | | |
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| **Os na gymeradwyd, rhowch reswm:** | | | |  | | | | | | | | |
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| **Llofnod Pennaeth y Gwasanaeth:** | | | |  | | | | **Dyddiad:** | | |  | |
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| **Derbyniwyd y cais gan Bennaeth Adnoddau Dynol?:** | | | | | | | | | | | Do / Naddo | |
|  | | | |  | | | | | | | | |
| **Llofnod Pennaeth Adnoddau Dynol:** | | | |  | | | | **Dyddiad:** | | |  | |
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| **Dyddiad derbyn y cais gan Adran y Gyflogres:** | | | | | |  | | | | | | |
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| **Mewnbynnwyd i Ceri gan:** | | | |  | | | | | | | | |
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| **Llofnod:** | | | |  | | | | **Dyddiad:** | | |  | |
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**REQUEST FOR A HONORARIUM PAYMENT**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service / School:** | | |  | | | | | | |
|  | | |  | | | | | | |
| **Employee’s name:** | | |  | | | | | | |
|  | | |  | | | | | | |
| **Personal reference:** | | |  | | | | | | |
|  | | |  | | | | | | |
| **Business case and calculation:** | | |  | | | | | | |
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|  | | |  | | | | | | |
| **Monthly payment:** | | |  | | | | | | |
|  | | |  | | | | | | |
| **Start date:** | | |  | | **End Date:** | | |  | |
|  | | |  | | | | | | |
| **Is this a continuation:** | YES/NO | | **If YES, please enter original start date:** | | | |  | | |
|  | | |  | | | | | | |
| **Signature of line manager:** | |  | | | | **Date:** | | |  |
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| **Post Title:** | |  | | | | | | | |
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| **Honorarium approved by Head of Service?:** | | | | Yes / No | | | | | |
|  | |  | | | | | | | |
| **If Honorarium not approved, please give a reason:** | |  | | | | | | | |
|  | |  | | | | | | | |
| **Signature of Head of Service:** | |  | | | | **Date:** | | |  |
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| **Request received by Head of Human Resources?:** | | | | Yes / No | | | | | |
|  | |  | | | | | | | |
| **Signature of Head of Human Resources:** | |  | | | | **Date:** | | |  |
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| **Date request received by Payroll Section:** | | | |  | | | | | |
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| **Inputted into Ceri by:** | |  | | | | | | | |
|  | |  | | | | | | | |
| **Signature:** | |  | | | | **Date:** | | |  |
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