**CAIS AM DALIAD HONORARIWM**

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

**REQUEST FOR A HONORARIUM PAYMENT**

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