

Faster Payment Request (payment outwith Payroll)

The process for requesting a 'faster payment' for an employee, has been streamlined to ensure consistency and to avoid any further delays in payment being made where an underpayment in the employee's basic salary has occurred.

You are reminded that a faster payment should be by exception only as this payment (usually) incurs a charge to the employing service.

A form for this purpose is available and is called Faster Payment Request Form.

The completed form should then be submitted by email to the ESC - Faster Payment Request mailbox by the authorised signatory.

Please note: the 'Faster Payment Request' form should be submitted in all circumstances and no other method of request will be accepted for this process, e.g. memo. The form also requires to be approved by an authorised signatory that has permission to authorise a 'Payment Request Outwith Payrun'.

If you require further information please contact the People Helpdesk on 01698 403151 or via ESC-HelpDeskTeam@northlan.gov.uk