

## FASTER PAYMENT REQUEST

Please note a Faster Payment should be by exception only and incurs a charge of £50.00 to your service. Therefore please provide details of where this should be charged to:

**Cost Centre**

**Account Code**

**Employee Forename**

**Employee Surname**

**Employee Ref. No**

**Employee Designation**

**Location Name**

**Payrun**

**iTrent Position No**

**Payment Details**

**Start Date**

**End Date**

**Hours (if app)**

**Payment Rate or  
Amt Due(if app) (£)**

**Element Code\***

**Reason for Faster Payment Request**

**Approved By**

**Manager**

**Designation**

**Date**

**Authorised Signatory  
(PaymentRequestOutwithPayrun)**

**Designation**

**Date**

**Print Name:**

**PLEASE ENSURE THE FORM IS COMPLETED IN FULL AND SIGNED BY A  
MANAGER BEFORE BEING SUBMITTED VIA EMAIL BY THE AUTHORISED  
SIGNATORY TO ESC – FASTER PAYMENT REQUEST**

**INCOMPLETE AND/OR INCORRECT FORMS WILL BE RETURNED AND MAY  
RESULT IN A DELAY IN PAYMENT**

**\*Frequently Used Element Codes:**

003 – Time and Half or Free Day

012 - Overtime Plain (35 – 37Hrs)

015 – Double Time or Rest Day

022 – Waking Night Duty

025 – Public Holiday Plain

027 – Public Holiday Double

028 – Non Core Hours

055 – Days Pay (Supply Teachers Long Term)

064 – Hours Payable (Short Term Supply Teachers)

168 – Non Core Hrs (Sessional / 2<sup>nd</sup> Employment)

180 – In / Out Payment

320 – Additional Basic (Up to 35hrs)

326 – Easter / Summer School (payment for additional work during holiday period)

371 – Home Tuition Fees (Teachers only)

373 – Overnight Expenses (School Hostel Duty)

381 – Additional Basic Teach (Additional hours for part-time Teachers)

384 – Basic Hours (Sessional / 2<sup>nd</sup> Employment)

387 – Internal Assessment Fees (payments to Teachers for pupil examination assessments)

390 – Coaching Payment