

GP TRAINEE SALARY REIMBURSEMENT FORM (1)

Pay set up for: 2016 Contract

General Practice (specialty) trainees who are directly employed by their practice must complete this form with their Practice Manager so that the practice receives funding via PCSE for their salary and the trainer's grant. Please note that failure to complete all sections completely will delay reimbursement.

This form must be submitted to PCSE where possible at least 6 weeks before the start of the placement to allow time for payments to be set up.

| Section 1 General Practice (Specialty) Trainee details (to be completed by the Trainee) | | | |
|---|--------------|---|------------------|
| Forename of Specialty Trainee | | Surname of Specialty Trainee | |
| Date of birth | | GMC number | |
| National Insurance number | | Childcare voucher amount (if applicable) (annual) | £ |
| Are you a member of the NHS Pension scheme | Yes No | Are you currently purchasing added years | Yes% No |
| Section 2 Practice details / correspondence address (to be completed by Practice Manager) | | | |
| Practice Address (include postcode) | | Full Name Of Trainer: | |
| | | Practice code: | |
| Contact email for queries | | Contact telephone for queries | |
| Salary and pension details (to be completed by Practice Manager) | | | |
| Start date of placement | dd/mm/yy | End date of placement | dd/mm/yy |
| Full time | Yes / No | Less Than Full Time (LTFT) |% wte |
| Level (please circle) | Date started | Date completed | |
| ST1 | dd/mm/yy | dd/mm/yy | |
| ST2 | dd/mm/yy | dd/mm/yy | |
| ST3 | dd/mm/yy | N/A | |

Pay Protection

For Specialty Trainees who may be eligible for pay protection under the 2016 TCS, Practices can obtain advice on assessing eligibility and calculating salary until 31st March 2018 by emailing: YorksHumber.GPAdvice@sthk.nhs.uk

Does the 2016 Contract salary include Pay Protection YES ☐ NO ☐

Pay Protection under Schedule 2 ☐

Pay Protection under Schedule 14 ☐ *Section 1 Pay Protection ☐

**Section 2 Pay Protection ☐

Section 3 Annual Pay Amount (to be completed by Practice Manager / Finance Manager)

| | |
|--|---|
| Basic Pay (Nodal Point) <i>Pensionable</i> | £ |
| Pay for additional hours above 40 (if applicable) <i>Non-pensionable</i> | £ |
| Enhanced pay at 37% <i>Non-pensionable</i> | £ |
| Weekend Allowance (if applicable) <i>Non-pensionable</i> | £ |
| On-Call availability supplement (if applicable) <i>Non-pensionable</i> | £ |
| Flexible Pay Premia <i>Non-pensionable</i> | £ |
| Schedule 2 -Pay Protection (top up), if applicable <i>Pensionable</i> | |
| Schedule 14 (Transitional) - Pay Protection (top up),if applicable <i>Non-pensionable</i> | £ |
| Is Specialty Trainee eligible for LTFT Annual Pay Premia (£1,500)? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Non-pensionable</i> | £ |

| | |
|---------------------------|---|
| Total Pensionable Pay | £ |
| Total Non-Pensionable Pay | £ |

| | |
|--|---|
| Total Annual pay for this role | £ |
| Total Monthly pay to be reimbursed by PCSE | £ |

*If pay is inclusive of Section 1 Pay Protection, please attach confirmation of cash floor.

** If pay is inclusive of Section 2 pay protection – trainee will remain on old 2002 pay scale including banding supplement and continue to receive their annual increment.

| | | | |
|---|--|------|--|
| Signature of Practice Manager (required) | | Date | |
| Signature of Specialty Trainee (optional) | | Date | |

Completed forms must be returned to:

pcse.paymentshee@nhs.net and copied to gpwest.yh@hee.nhs.uk

The practice and trainee should retain a copy of this document for their records.

2016 Y&H