

Name of School: _____ School Reference No /

The teachers listed below are authorised to be paid on Point 2 of the Upper Pay Spine (UPS) from the date shown in Column (5) below, in accordance with the following criteria:-

- teachers who moved to Point 1 of the Upper Pay Spine from 1 September 2000 or 1 September 2001 can be considered for movement to Point 2 of the Upper Pay Spine with effect from 1 September 2003;
- teachers who moved to Point 1 of the Upper Pay Spine from 1 September 2002 can be considered for movement to Point 2 of the Upper Pay Spine with effect from 1 September 2004.

The completed form must be returned to Teachers' Pay and Administration Branch, Waterside House, 75 Duke Street, Londonderry, BT47 6FP by 18 DECEMBER 2004 for payment by 30 April 2005 at the latest. Forms received after 18 December 2004 will be paid as soon as possible thereafter.

1 Name	2 Teacher's Reference Number (TR No)	3 Date Placed on Upper Pay Spine Point 1	4 Revised Salary Placing on Upper Pay Spine	5 Effective Date of Payment on Upper Pay Spine Point 2	(6) For Use by Teachers' Pay and Administration Branch
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Signature of Principal: _____ Date:

(on behalf of Board of Governors)

*Countersignature of Employing Authority: _____ Date:

*To be signed by the Employing Authority in respect of a school which does not have a fully delegated budget.

To be copied to the Employing Authority in respect of a school which does have a fully delegated budget.

For Office Use Only	Received	Input (AO)	Checked (EOII)
Signature			
Date			

**IMPORTANT
RETURN DATE 18TH DECEMBER 2004**

Please note the following points carefully when completing form TR268.

1. Form TR268 (UPS2) should be completed in respect of eligible teachers who have been recommended for progression from either:
 - September 2003; or
 - September 2004.
2. It is important that the appropriate date of movement is indicated clearly on the TR268(UPS2). If you are unsure when teacher(s) reached UPS1 please contact Waterside House.
3. Should it prove not possible to complete fully the TR268(UPS2) for all eligible teachers in the school before the end of this term, the TR268 should be completed as far as is possible and submitted by **18 December 2004 with a note indicating that it is incomplete**. Outstanding notifications should be submitted as soon as possible.
4. Schools with **fully delegated** budgets should send a copy of the form to their Employing Authority.
5. Schools which **do not have a fully delegated** budget should send the **original** TR268 form to their Employing Authority for authorisation and onwards transmission to Waterside House.
6. Payment of any arrears of salary will be made to teachers as soon as possible in the New Year and **no later than in their April** salaries.
7. It is appreciated that teachers will be anxious to receive payment of salary arrears as soon as possible, however, the process of implementing UPS arrears for all teachers will take time to complete. Principals and teachers are asked not to contact Waterside House about progress as dealing with telephone inquiries may considerably slow down the implementation process.
8. **Return form TR268(UPS2) to:**

Department of Education
Teachers' Pay and Administration Branch,
Waterside House,
75 Duke St..
Londonderry BT47 6FP

by 18 December 2004