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| HR109a | **REMOTE WORK ALLOWANCE MULTIPLE PAYMENTS** | whitebacklogo |

NOTES

* Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
* This form is used by departments to authorise payments to staff requiring data in order to perform their UCT job functions remotely as per the finance policy on [Remote Connectivity (GEN006](http://www.staff.uct.ac.za/sites/default/files/image_tool/images/431/finance/operations/policies/gen006.pdf)).
* The Remote Working Allowance (RWA) is set at R700.00 per month for permanent and contract staff working 20 hours or more per week.
* For those working less than 20 hours per week, the RWA should be pro-rated based on the hours worked.
* Completed forms must be sent to the HR Administrator for your department by the 3rd of the month.
* See [page 2](#_When_do_I) for help completing this form and refer to the [FAQ (frequently asked questions)](http://www.staff.uct.ac.za/staff/finance/operations/faq) page on the UCT Finance website for more information.

**PAYMENT DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Department / Section | |  | | | | | |
| Staff Number | Surname, First Name | Fund | Cost Center | Real Internal Order | Allowance Start Date | Allowance End Date (if applicable) | Monthly Allowance Amount |
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### AUTHORITY FOR PAYMENT AND FUNDS

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| --- | --- | --- | --- | --- |
|  | PRINT NAME | SIGNATURE | CONTACT NUMBER | DATE |
| Head of Department/Director |  |  |  |  |
| Faculty/PASS Finance Manager |  |  |  |  |
| Final Authority Dean/Executive Director |  |  |  |  |

# COMPLETING A REMOTE WORK ALLOWANCE MULTIPLE PAYMENTS FORM

HR109a

## When do I complete this form?

This form is used by departments to authorise payments to staff who are eligible to receive a remote work allowance as per the finance policy on [Remote Connectivity (GEN006)](http://www.staff.uct.ac.za/sites/default/files/image_tool/images/431/finance/operations/policies/gen006.pdf).

## Is the remote work allowance taxable?

Yes, the allowance is taxable.

## Who is eligible for the RWA?

## All staff (including T1 and T2 contractors) who can do their job function remotely and have a need for data connectivity.

## What is the value of the RWA?

## The RWA is R700.00 per month.

## What about part-time staff?

## Staff who work less than 20 hours per week, and are eligible, will be entitled to a pro-rated RWA. The pro-rated amount must be included on the form.

## What if staff member starts mid-month?

## Staff who start mid-month, and are eligible, will have the RWA pro-rated.

## Where do I send this form?

## This form should be sent:

## first to the Head of department (HOD) or Director for approval;

* then to the Faculty/PASS Finance Manager for confirmation;
* then to the Final Authority (Dean/Executive Director), and;
* finally, to the relevant HR Administrator.

## When do I submit this form?

In time to reach HR Administration by the 3rd of the month in which payment of the allowance is to commence.

## What other forms do I need to complete?

No other forms.