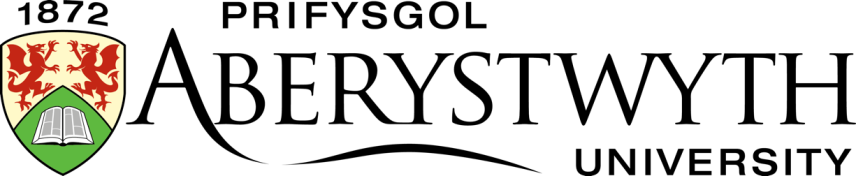


**Lwfans Gweithredu/Cyfrifoldeb Uwch – Rhestr Wirio Cymeradwyo**

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| --- |
| Cofiwch sicrhau fod **pob rhan o’r ffurflen wedi’u llenwi** cyn ei chyflwyno i’r Adran Adnoddau Dynol |
| |  |  |  | | --- | --- | --- | | **Adran:** |  | | | **Gweithiwr:** |  | | | **Graddfa / Teitl Swydd Gyfredol** |  | | | **A yw’r gweithiwr ar fisa Haen 2 neu Haen 5?** | **Ydy** | **Na** | |  | | | | **Dyddiad yr anfonodd y Pennaeth Adran y cynnig am lwfans gweithredu/cyfrifoldeb uwch i’r Adran AD** |  | | | **Teitl y Swydd Arfaethedig** |  | | | **Lefel y lwfans cyfrifoldeb a awgrymir a’r gost gysylltiedig** |  | | | **A yw’r swydd hon wedi’i hasesu o dan HERA gan Adnoddau Dynol?** | **Ydy** | **Na** | | **Sail resymegol y Lwfans Gweithredu /Cyfrifoldeb Uwch** |  | | | **Dyddiad dechrau** |  | | | **Dyddiad gorffen (os yw’n hysbys)** |  | |  |  |  | | --- | --- | | **Llofnod Pennaeth yr Adran / Cyfarwyddwr yr Athrofa** |  | | **Dyddiad** |  | | **Cymeradwyo Cyllid** |  | | **Dyddiad** |  | | **Penderfyniad ynglŷn â chymeradwyo**    **Signature** |  | | **Dyddiad** |  | |
|  |



**Acting Up/Responsibility Allowance– Approval Checklist**

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| --- |
| Please ensure that **all sections of this form are completed** before submission to the HR Department |
| |  |  |  | | --- | --- | --- | | **Department:** |  | | | **Employee:** |  | | | **Current Grade / Job Title** |  | | | **Is this employee on a Tier 2 or Tier 5 visa?** | **Yes** | **No** | |  | | | | **Date HoD sent proposal for acting up/responsibility allowance to the HR Department** |  | | | **Proposed Job Title** |  | | | **Suggested level of responsibility allowance and associated cost** |  | | | **Has this post been assessed under**  **HERA by HR?** | **Yes** | **No** | | **Rationale for Acting up/Responsibility Allowance** |  | | | **Start Date** |  | | | **End Date if known** |  | |  |  |  | | --- | --- | | **Head of Department / Institute Director Signature** |  | | **Date** |  | | **Finance Approval** |  | | **Date** |  | | **Approval Decision**  **Signature** |  | | **Date** |  | |
|  |