

**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 |
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| **Adran:** |  |
| **Gweithiwr:** |  |
| **Graddfa / Teitl Swydd Gyfredol** |  |
| **A yw’r gweithiwr ar fisa Haen 2 neu Haen 5?** |  **Ydy** |  **Na** |
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| **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)** |  |

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| **Llofnod Pennaeth yr Adran / Cyfarwyddwr yr Athrofa**  |  |
| **Dyddiad** |  |
| **Cymeradwyo Cyllid**  |  |
| **Dyddiad** |  |
| **Penderfyniad ynglŷn â chymeradwyo****Signature** |  |
| **Dyddiad** |  |

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**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 |
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| **Department:** |  |
| **Employee:** |  |
| **Current Grade / Job Title** |  |
| **Is this employee on a Tier 2 or Tier 5 visa?** |  **Yes** |  **No** |
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| **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** |  |

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| **Head of Department / Institute Director Signature** |  |
| **Date** |  |
| **Finance Approval**  |  |
| **Date** |  |
| **Approval Decision** **Signature** |  |
| **Date** |  |

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