



## TECHNICAL UNIVERSITY OF MOMBASA

Document: Form

Ref No.: TUM/Form/HRM/003

Title: PAY CHANGE ADVICE

Department: HUMAN RESOURCE MANAGEMENT

Issue No. 2

Revision No. 0

Date: 5th April 2018

### PART A: INSTRUCTIONS

1. This form is a notification of pay change.
2. It is to be filled in triplicate by an authorized Human Resource Officer/ Assistant.
3. Tick the appropriate box.

### PART B: STAFF DETAILS

.....  
Last Name

.....  
First Name

.....  
Middle Name

Staff No. .... Current Grade: ..... Current Department: .....

Employment Term: Permanent & Pensionable  Contract  Temporary  Casual

### PART C: ACTION

The pay change advice has been made based on: Appointment  Promotion  Upgrading Demotion   
 Cessation of Appointment  Grant of Allowance  Grant of Incremental Credit   
 Reinstatement  Change of Status.

### PART D: PAY ADVICE

Pay  Recover  Stop payment of the following details:

Pay Details: Earnings:

Annual Increment : Kshs..... p.m.

Basic Salary Progression : From Kshs. .... to Kshs..... p.m.

Salary Scale : Minimum: Kshs..... Maximum: Kshs.....

Allowances:

Housing : Kshs. N/A p.m.

Commuter:

- Public Transport : Kshs. N/A p.m. Personal Car : Kshs. N/A p.m

Responsibility : Kshs. N/A p.m. Entertainment : Kshs. N/A p.m.

Telephone (Airtime) : Kshs. N/A p.m.

Leave : Kshs..... p.a.

Others (Specify) : Nil

Effective Date: .....

Annual Salary Incremental Date: .....

Continue Paying Until: .....

Pay Point: ..... Authority: .....

Deductions/Recoveries:

### PART E: CERTIFICATION

Prepared By: Signature: ..... Date & Official Stamp

Senior Human Resource Officer

Date & Official Stamp

Verified By: Signature: ..... Date & Official Stamp

Human Resource Manager

Date & Official Stamp

