<table>
<thead>
<tr>
<th>Task name</th>
<th>Action</th>
<th>Standards</th>
<th>Responsibility</th>
<th>Dependencies</th>
</tr>
</thead>
</table>
| Validate and authorise a payment for a worker | ECA will, subject to the completion and receipt of the dependencies set out in this process:  
- Validate the submitted payment against the criteria for a form 6 payment, as set out in the form 6 process and agreed criteria (link above). Where valid, process within ResourceLink.  
- Liaise with the departmental submitter, where additional information can be provided that enables the form 6 to be processed without, rejecting, or referring to HR Consultancy  
- Refer to HR Consultancy, where secondary agreement is required for:  
  o Additional duties which are regular  
  o Payment exceeds £5,000  
  o Hourly rate does not confirm to a UCL grade or an excepted value  
- Reject the payment, where in respect of:  
  o overtime  
  o clinical bandings  
  o acting up  
  o a period of work after the notified termination date | **Timeliness**  
Any notification received from the School or HRC, to be processed on payroll and the HR systems in accordance with the published Payroll Deadlines [http://www.ucl.ac.uk/hr/docs/payroll_deadline.php](http://www.ucl.ac.uk/hr/docs/payroll_deadline.php) | Employment Contract Officer  
ECA | 1. **Departmental - SiP submitter** have provided all of the following:  
- Accurately completed SiP form  
- Certified & dated Right to Work evidence  
2. **Finance** - have:  
- Approved SiP form  
3. **HR Consultancy** have provided agreement to pay where the:  
- hourly rate does not confirm to a UCL grade;  
- Amount exceeds £5,000 |