<Organisation letterhead>

Project Ref:

Project Title:

Activity:

Sub-Activity:

Employment Position:

Reference document for latest annual documentation used[[1]](#footnote-1): e.g. Collective agreement/similar position etc…

*{As per MA policy note there are two types of salary methodologies to be followed, depending on the one applicable the methodology note should include the following elements}*

**TYPE 1: If full-time or part-time fixed hrs.**

1. Annual Gross Salary costs (incl. NI and Gov. Bonuses)
2. Eligible allowances:
3. Number of working hours per week: (in the case of part-time specifically engaged on the project)
4. Start date on project/contract: dd/mm/yy
5. End date on project/contract: dd/mm/yy
6. Unit of measure chosen: month/pay period
7. Rate per unit of measure chosen calculation: *{refer to MA policy note 01/2018 for guidance}*

**TYPE 2: If partially working on the project.**

1. Annual Gross Salary costs (incl. NI and Gov. Bonuses)
2. Eligible allowances:
3. Start date on project/contract: dd/mm/yy
4. End date on project/contract: dd/mm/yy
5. Rate per hour worked calculation using 1720hrs equation: *{refer to MA policy note 01/2018 for guidance}*

*The above outlines the agreed method of calculation for this position within the project. I, confirm that it is truthful and correct, and that I have confirmed with the Finance Department that this data can be verified in future audits.*

**Signed by** Project Leader and Head of Organisation

Date:

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Endorsed by MA Official and Head:

1. To be annexed [↑](#footnote-ref-1)