<Organisation letterhead>

Project Ref:

Project Title:

Work Package:

Activity:

Sub-Activity/Component:

Employment Position:

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

*[As per Circular OPS/OPM-EES/2/2025 there are two types of salary methodologies to be followed. Depending on the one applicable, this 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 *[month/pay period]* calculated:

**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 calculated:

*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/equivalent that this data can be verified in future audits.*

Project Leader and Head of Organisation Endorsed by MA Official

Date:

1. To be annexed [↑](#footnote-ref-1)