

MULTIPLE ENTRY TR268 (UPS1)

Name of School: _____ School Reference No /

The teachers listed below have met the eligibility and threshold standards and are authorised to be paid on Point 1 of the Upper Pay Scale (UPS) from the date shown in Column (5) below.

The completed form must be returned to Teachers' Pay and Pensions Team, Orchard House, 40 Foyle Street, Londonderry, BT48 6AT.

1	2	3	4	5	(6)
Name	Teacher's Reference Number (TR No)	Date Placed on Point 6 of the Main Pay Scale	Revised Salary Placing on Upper Pay Spine	Effective Date of Payment on Upper Pay Spine Point 1	For Use by Teachers' Pay and Pensions Team
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Signature of Principal: _____
(on behalf of Board of Governors)

Date:

*Countersignature of Employing Authority: ¹ _____

Date:

**To be signed by the Employing Authority in respect of a school which does not have a fully delegated budget.
To be copied to the Employing Authority in respect of a school which does have a fully delegated budget.*

For Office Use Only	Received	Input (AO)	Checked (EOII)
Signature			
Date			

This form must be returned to the address overleaf no later than Friday 24 October 2025

NOTES

¹ For VGS & GMI the Employing Authority is the Board of Governors

Please note the following points carefully when completing form TR268 (UPS1).

1. After one year's service on Point 6 of the Main Pay Scale on or before 1 September 2024, and completion of periods of employment amounting to at least 26 weeks in aggregate of satisfactory service in the past 12 months, teachers are eligible for consideration for progression to UPS1 in accordance with the agreed threshold arrangements.
2. Form TR268 (UPS1) should be completed in respect of eligible teachers who have met the threshold standards.
3. Schools with **fully delegated budgets** should send a copy of the form to their Employing Authority.
4. Schools which **do not have a fully delegated budget** should send the original TR268 form to their Employing Authority for authorisation and onwards transmission to Waterside House.
5. TR268(UPS1) forms must be returned to the address below no later than ***Friday 24 October 2025.**

Teachers' Pay and Pensions Team
Orchard House
40 Foyle Street
Londonderry
BT18 6AT

Or, please use the relevant Email address for TPPT, if you prefer to scan and send electronically:

easchools.teacherspay@education-ni.gov.uk
ccmsschools.teacherspay@education-ni.gov.uk
otherschools.teacherspay@education-ni.gov.uk
temporarysection@education-ni.gov.uk

6. ***TR268 (UPS1) forms received in TPPT after this date will not be considered.**