HUMAN RESOURCES CONTRACT CHANGE FORM

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Forename:	:								Department:																
Surname:								D	Date:																
Personal Ref No:								Current Job Title:																	
DETAILS OF CONTRACTUAL CHANGES																									
CHANGE				JUSTIFICATION/REASON							N END DATE						FUNDING APPROVAL NO.								
Extension to Fixed Torm Control				tract										Agresso Funding Code:											
Extension to Fixed Term Contrac				acı												Funding Approval No:									
CHANGE VA				VALUE DATE EFF						FECTIVE END DATE						FUNDING APPROVAL NO.									
Contracted Hours (Please complete working pattern)																	Agre	sso F	unding	Code:					
																	Funding Approval No:								
			Grade													Agresso Funding Code:									
Regrade (HERA)							\dashv										HERA Roll No:								
			SCP	SCP													Funding Approval No:								
Responsibility Al	llowano	` A	£														Agresso Funding Code:								
Nesponsibility Al				<i>a</i> .													Funding Approval No:								
Market Supplem	ent		£													Agresso Funding C			Code:						
market Supplem				au e							_					Funding Approval No:									
Other Payment			£													Agresso Funding Code:									
															Funding Approval No:										
Reason for Payment																									
DETAILS OF	STRU	JCT	URAL	CH	ANG	ES																			
CHANGE				то					E				EFFECTIVE DATE						REA	SON F	OR C	HAN	GE		
Job Title										_															
Department										_															
Name of reporting Manager																									
Reporting Manager Responsibilities				YES NO						Human Resources will confirm who will be affected.					onfirm										
WEEK ONE																									
MONDAY		TH	ESDAY		14	/EDN	ESDA	v	_	шп	RSDA	۸V	Ť		FRII				CATI	JRDAY	,		SIII	IDAY	
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WEEK TWO	<u> </u>		101		ļ ''		141		"		101		<u> </u>	'		141		''		141				141	
MONDAY	ESDAY WEDNESDAY					Υ	THURSDAY			ΔY	Т	FRIDAY			SATURDAY			,	SUNDAY						
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						I																			
Signed:									Da	Date Signed:															
Print Name:									Н	HRA Action Print:															
Position:								Co	Contract Update:			:	YES NO			Date	sent:								