**Contract of Employment**

**Change Form**

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| --- |
| You should download this form and save it on your computer before completing it. |

**Details of Affected Employee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** | Click to enter text | **Forename/s:** | Click to enter text |
| **Department:** | Click to Select | **Personal Reference No:** | Click to enter number |

**Details of Contractual Change**

|  |  |  |
| --- | --- | --- |
| **Reason for change** | **Justification** | **End date** |
| **Extension to fixed term contract:** | Please Select … | Select Date … |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for change** | **Current hours per week** | **New hours per week** | **Date effective** |
| **Contracted hours:**  **(also complete work pattern)** | Click to enter hrs | Click to enter hrs | Select Date … |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reason for change** | **HERA roll number** | **Band** | **Scale point** | **Date effective** |
| **Regrade (HERA):** | Click to enter number | Click to enter Band | Click to enter SCP | Select Date … |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for change** | **Value** | **Date effective** | **End date** |
| **Responsibility allowance:** | £Click to enter amount | Select Date … | Select Date … |
| **Market supplement:** | £Click to enter amount | Select Date … | Select Date … |
| **Other payment:**  **(see below)** | £Click to enter amount | Select Date … | Select Date … |
| **Please provide any additional information for contractual change below, including reason for ‘other payment’ section** | | | |
| Click to enter text | | | |

**Details of Funding Approval – do not leave blank**

|  |  |
| --- | --- |
| Unit 4 funding code **Required**: | Click to enter number |
| Funding approval number **Required**: | Click to enter number |

**Details of Structural Change**

|  |  |  |  |
| --- | --- | --- | --- |
| **Change** | **From** | **To** | **Date effective** |
| **Job title:** | Click to enter former job title | Click to enter new job title | Select Date … |
| **Service area:** | Click to Select | Click to Select | Select Date … |

|  |  |
| --- | --- |
| **Name of employee’s manager:** | Click to enter text |
| **Does affected employee manage staff?** | Click to Select |

|  |  |
| --- | --- |
| **Names of employee’s subordinate staff:** | |
| Insert Staff Name … | Insert Staff Name … |
| Insert Staff Name … | Insert Staff Name … |
| Insert Staff Name … | Insert Staff Name … |
| Insert Staff Name … | Insert Staff Name … |
| Insert Staff Name … | Insert Staff Name … |

**Details of Work Pattern**

See next page …

**Details of Work Pattern**

|  |  |  |
| --- | --- | --- |
| **Week One** | | |
| **Monday** | Click to select hours of work | Click to select minutes of work |
| **Tuesday** | Click to select hours of work | Click to select minutes of work |
| **Wednesday** | Click to select hours of work | Click to select minutes of work |
| **Thursday** | Click to select hours of work | Click to select minutes of work |
| **Friday** | Click to select hours of work | Click to select minutes of work |
| **Saturday** | Click to select hours of work | Click to select minutes of work |
| **Sunday** | Click to select hours of work | Click to select minutes of work |

|  |  |  |
| --- | --- | --- |
| **Week Two** | | |
| **Monday** | Click to select hours of work | Click to select minutes of work |
| **Tuesday** | Click to select hours of work | Click to select minutes of work |
| **Wednesday** | Click to select hours of work | Click to select minutes of work |
| **Thursday** | Click to select hours of work | Click to select minutes of work |
| **Friday** | Click to select hours of work | Click to select minutes of work |
| **Saturday** | Click to select hours of work | Click to select minutes of work |
| **Sunday** | Click to select hours of work | Click to select minutes of work |

**Manager Confirmation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Signed:** |  | | |
| * Sign the form by either typing your name or uploading a JPEG image of your signature. * Save the form and send it by email to [People & Culture](mailto:staffing@essex.ac.uk). | | | |

**People and Culture Confirmation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actioned by:** | Click to enter name | **Date Signed:** | Select Date … | |
| **Contract updated:** | | Click to Select | |
| **Date updated contract sent:** | | Select Date … | |  | |

**Guidance on Completing this Form**

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| --- |
| **Personal Reference Number**  Each member of staff is assigned a reference number within iTrent that allows the system to identify you. When a member of staff leaves employment and then returns, the personal reference number remains the same. This can be found under the Employment tab, in current job details within People Manager.  **Extension to Fixed Term Contract**  If a contract is extended, use this field to provide the date the contract is extended to, the reasons for the extension and if any other details have changed, such as contracted hours. The funding approval must be provided in the Details of Funding Approval section.  **Contracted Hours**  If contracted hours are changing, use these fields to provide the current and new hours. For those with notional hours, the full-time hours used is 38. The funding approval must be provided in the Details of Funding Approval section.  **HERA**  This field must be completed where there has been a successful HERA review. You should include the HERA roll number. The funding approval must be provided in the Details of Funding Approval section.  **Responsibility Allowance**  Responsibility allowances are temporary extra payments for undertaking additional duties and responsibilities for a finite period of time. Only those that have been approved via the Responsibility Allowance Policy <https://www.essex.ac.uk/-/media/documents/directories/human-resources/responsibility-allowance-policy-and-procedure.pdf> will be actioned. The funding approval must be provided in the Details of Funding Approval section.  **Market Supplement**  Market supplements will be equated to an annual cash amount, normally paid equally over twelve months through the payroll, and will be identified separately from basic salary in all documentation and records, including pay slips. Only those that have been approved via the Market Supplement Policy <https://www.essex.ac.uk/-/media/documents/directories/human-resources/market-supplement-policy.pdf> will be actioned. The funding approval must be provided in the Details of Funding Approval section.  **Other Payment**  If payment is being made of another reason, use these fields to provide the new details and provide further information in the text box. The funding approval must be provided in the Details of Funding Approval section.  **Unit 4 Funding Code & Funding Approval Number**  The full 11-digit funding code (made up of a 4 digit account code followed by the 7 digit cost code) must be provided along with the funding approval number. Attach the funding confirmation to the change form and insert the funding approval number into the allocated field.  **Name of Manager**  If the manager changes for an individual, use this field to provide the information. People and Culture will ensure any people processes are directed to the correct Reporting Manager on iTrent.  **Managing Staff**  If the person has responsibility for staff, use the fields to provide the names of all direct reports. People and Culture will ensure any people processes are directed to the correct Reporting Manager on iTrent.  **Working Pattern**  If the individual is changing their working pattern, use these fields to provide the days and hours an employee works each day. Working patterns can also accommodate rotational patterns, shifts or compressed hours.  **What is NOT Covered by this Form?**   * Where an existing staff member is starting in a new role, including a secondment, the online appointment form, which can be found here [(Introducing OnBase | University of Essex)](https://www.essex.ac.uk/staff/managing-people/onbase), should be used. * Changes to personal details, such as address or next of kin, should be updated directly in HR Organiser which can be accessed via [ESS - Login (essex.ac.uk)](https://hrorganiser.essex.ac.uk/tlive_ess/ess/dist/#/login?page=login) . * Changes to bank details should be submitted via the bank account change form, which can be accessed via [Payroll information for employees | University of Essex](https://www.essex.ac.uk/staff/pay-and-rewards/payroll-information-for-employees). When completed, email to the [Employee Reward Team](mailto:reward@essex.ac.uk).   If you have any queries regarding this form, please contact [People and Culture](mailto:staffing@essex.ac.uk). |