CONTRACT CHANGE FORM

This form must be completed and sent to staffing@essex.ac.uk.
Please ensure that copies of any required emails are sent with the form.
* Indicates a required field

EMPLOYEE DETAILS

Personal Ref No*:		Department*:	
Forename*:		Current Job Title*:	
Surname*:		Position Ref*:	
Tier2/Skilled Worker Visa Holder*			

Funding Approval/Funding Cost Code

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, as supplied by the accountant.

Fixed Term Contract Extension

Please use this field to provide the date the contract is extended to and the reason the contract remains fixed term. New funding approval must be sought for an extension to a fixed term post. If appointing to a different post, please submit a new appointment form via **OnBase**.

Contracted Weekly Hours

These are the hours set out in the contract as the typical working week. For those with notional hours, the full-time hours used is 36 per week.

CHANGE TYPE

CHANGE	JUSTIFICATION/REASON	NEW END DATE	FUNDING APPROVAL	
Extension to Fixed Term Contract			Funding Cost Code:	
			Funding Approval No:	
Secondment:				

CHANGE	NEW VALUE	START DATE	END DATE *(if applicable)*	FUNDING APPROVAL	
Contracted Weekly Hours:				Funding Cost Code:	
				Funding Approval No:	
Working Pattern Change: *Please add pattern details in the section below*					
Reason for change:					

WEEK ONE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
H	M	H	M	H	M	H	M	H	M	H	M	H	M

WEEK TWO (if required)

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
H	M	H	M	H	M	H	M	H	M	H	M	H	M

ESSEX HOURS GLA/AL MODULE DETAIL

CHANGE	ROLE TYPE:	MODULE CODE	START DATE	FUNDING APPROVAL:	
GLA/AL Module Detail *(Essex hours only)*				Funding Cost Code:	
				Funding Approval No:	
	DEPARTMENT			LINE MANAGER	

Reporting Manager

Every individual is assigned a Reporting Manager, someone who is responsible for that person. It is important that People & Culture is notified when a reporting manager changes for an individual so that we can update the organisational structure.

Reporting Manager Responsibilities

If a person now has responsibility for people as a manager, it needs to be clear who those people are so that we can ensure any people processes are directed to the correct Reporting Manager.

DETAILS OF STRUCTURAL CHANGES

CHANGE	TO	EFFECTIVE DATE	REASON FOR CHANGE
Job Title			
Department			
Name of reporting Manager			
Reporting Manager Responsibilities		Confirm the name of the new reporting manager taking on reportees to **staffing@essex.ac.uk**	

HERA Regrade

Please use this field only when you have been informed of a change to a role's grade via the HERA process. Funding approval must be sought prior to a HERA submission. For more information about job evaluation and grade changes, please email hrer@essex.ac.uk.

Responsibility Allowances

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 and have the necessary approval will be actioned.

DETAILS OF PAYMENT CHANGES

CHANGE	NEW GRADE & SCP	EFFECTIVE DATE (1st of month following submission)	HERA ROLE NO.	
HERA Regrade				
			FUNDING APPROVAL	
			Funding Cost Code:	
			Funding Approval No:	

CHANGE	MONTHLY GROSS AMOUNT	EFFECTIVE DATE	END/REVIEW DATE	
Responsibility Allowance				
			FUNDING APPROVAL	
			Funding Cost Code:	
			Funding Approval No:	

APPROVAL

Signed:		Date Signed:	
Print Name:		Position:	