



Employee Service Centre

Request to Amend an Existing Unit/Post/Position

To be completed by a HR Business Partner or FSS Manager

Effective Date			
Request to		the current	
Current Service		New Service	

Please complete the section below for a Unit only

Unit Number		
Unit Amendments	Brief description of the amendment	
	New unit information (if new designation)	
Unit Transfer	Transfer to – please insert receiving unit number	
	New Address inc Post Code (if changing)	

Please complete the section below for a Post only

Post Number		
Post Amendments (Positions under this post will also be changed)	Brief description of the amendment	
	New post information (if new designation)	
	Change to post budget hours (if any)	

	New Grade		Job Evaluation Code	
	New Address of Post inc Post Code			
	Costing information if different	Department Code		
		Cost Centre		
		Employee Type		
Post Transfer	Transfer to – please insert receiving unit number			
	New Address inc Post Code (if changing)			
	Costing information if different	Department Code		
		Cost Centre		
		Employee Type		
New Reporting Manager Name				
New Reporting Manager Employee Ref Number				

Please complete the section below for a Position only		
Position Number		
Position Amendments	Brief description of the amendment	
	New position information (if new designation)	
	Change to post budget hours (if any)	

	New Address of Position inc Post Code		
	Costing information if different	Department Code	
		Cost Centre	
		Employee Type	
Position Transfer	Transfer to – please insert receiving Post number		
	New Address inc Post Code (if changing)		
	Costing information if different	Department Code	
		Cost Centre	
		Employee Type	
	New Reporting Manager Name		
New Reporting Manager Employee Ref Number			
	Change to old Post Budget Hours		
	Change to new Post Budget Hours		

Request Made	
Unit/Post/Posn Amenment/Transfer Requested By	
Date Requested	

Please forward completed form to ESC Workforce Systems & Analytics Team at ESC-WorkforceSystemsAdmin@northlan.gov.uk

To be completed by ESC Workforce Systems & Analytics Team	
Unit/Post/Position amended/transferred by	
Date actioned	