



Employee Service Centre

Request for new Unit/Post/Position

To be completed by a HR Business Partner or FSS Manager

Effective Date	
Service	
Request for a new:	
Name of new unit/post/position	
Reason for New Unit/Post/Posn Is this under Scheme of Delegation?	

Please complete the section below for a new Unit only

Unit number for new Unit to sit under on structure		
Costing Information for new Unit	Department Code	
	Cost Centre	
	Employee Type	
Address of new Unit		
Post Code		

Please complete the section below for a new Post only

Unit Number for new Post to sit under							
Post Budgeted Hours				Contractual Hours			
Grade of Post							
Should post and all positions be registered with HCPC?							
Should post and all positions be registered with SSSC							
Should post and all positions be registered with PVG							
Name of Reporting Manager							
Employee Reference Number of Reporting Manager							
Costing Information for new Post		Department Code					
		Cost Centre					
		Employee Type					
Additional Permanent Elements to Basic							
Annual Weeks Worked		If 52 weeks include		Personal Holiday			
				Bank Holiday			
		If Term Time please select non working periods					
Etarmis User							
Address of new Post (only required if different from Unit)							
Post Code							

Please complete the section below for a new Position only			
Post Number for new Position to sit under			
Number of new positions required			
Contractual Hours		Grade of Position	
Position Type		Position Basis	
Name of Reporting Manager			
Employee Reference Number of Reporting Manager			
New Post Budget Hours			
Annual Weeks Worked	If 52 weeks include	Personal Holiday	
		Bank Holiday	
	If Term Time please select non working periods		
Etarmis User			

Request Made By	
Requested By	
Date Requested	

Please forward completed form to ESC Workforce Systems and Analytics Team at

ESC-WorkforceSystemsAdminTeam@northlan.gov.uk

To be completed by ESC Workforce Systems & Analytics Team	
Unit/Post/Position created by	
Date created	
New Unit/Post/Position Number	