

EMPLOYEE CHANGE FORMS



The Employee Change Forms replace the Notification of Change Form.

Each form is tailored towards the change being made and the manager.

Separate forms are created depending on your domain, either (.gov.uk or org.uk/glow.sch.uk)

Contracted Hours



The Contracted Hours Form will be used when there is a change in the employee's contracted hours.

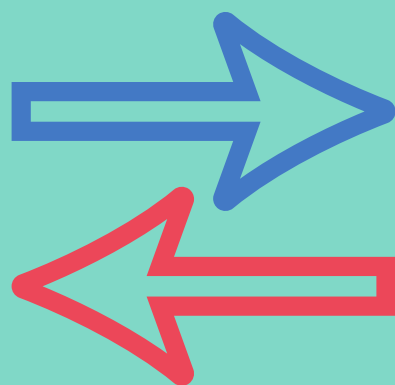
This should not be completed if the changes relate to smarter working

Transfer/Additional Post



The Transfer/Additional Post should be used if an employee is transferring due to reasons other than recruitment related or gaining an additional post

Reverting to Substantive Post



The Reverting to Substantive Post Form should only be completed if the employee is reverting to their substantive post.

Salary



The Salary Form should only be completed if the employee has a salary change (this is mainly due to employee gaining a qualification)

Additional Payments



The Additional Payments Form will be used when an employee has any additional allowances required e.g. Non Core Hours Nightshift Allowance, First Aid, Cash Preservation, Cash Conservation..

Smarter Working



The Smarter Working Form should be completed if the employee has made an application for Smarter Working that has been authorised

Terminations (HRBP & E&P Teams & Managers use Only)

TO BE COMPLETED ONLY BY .GOV.UK USERS.

This Termination Form should only be completed for Retirement, Capability Ill Health, Unactioned Resignation on MyTeam, and if the employee did not start as planned. If you are a HRBP or E&P team it is used for dismissals etc.

This should not be used to notify ESC of transfers.

Prior to completing this form, ensure a discussion with the employee has taken place regarding their leaving date and pay implications

Terminations (Managers use Only)

TO BE COMPLETED ONLY BY .ORG.UK USERS.

This Terminations Form should only be completed for Retirement, Capability Ill Health, Unactioned Resignation on MyTeam, and if the employee did not start as planned.

This form should not be used to notify resignations (unless unactioned or late notifications.

Prior to completing this form, ensure a discussion with the employee has taken place regarding their leaving date and pay implications

Flexible/Phased Retirement



The Flexible/Phased Retirement form should be completed when the application form is approved by HR Business Partners. Following the approval the manager can submit the form to ESC.

Work Pattern Only



The Work Pattern Only Form should be completed for work pattern changes only.

Career Break



The Career Break Form should be completed to notify the ESC that the employee has had a Career Break application approved.

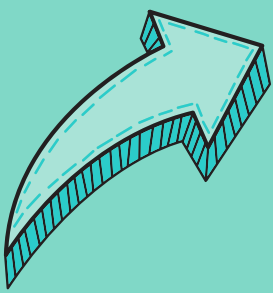
Authorisation



All forms must be completed by an Authorised Signatory.

Managers on .org.uk or glow.sch.uk email will require to provide a PIN Code that will be supplied by ESC.

There is also a function for you to get email receipts of all forms you submit and to save your response as PDF!



Send me an email receipt of my responses

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Submit

If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk