

CH16 – Changes requiring a staff request

As per the [Staff Request and Contract Decision Matrix](#) document, there are a number of circumstances where a change to an employee's post requires a new contract and hence a new appointment is required. E.g. change from full time to full time, term-time only; or a contract extension where there is also a change in the project or objective of the work. The process involves some of the same process steps as for a new starter – appointing, commencing etc.

What's changed?
Hyperlinks updated
Feb17

This summary guide refers you to the appropriate guides, providing specific data where relevant.



Remember: Where a new post/ new contract is required, the employee will be contractually entered into a pension scheme even if they have previously opted out.

1. Request a New Appointment

Complete and submit a staff request. See **QRG: [RQ1 Creating and approving a staff request](#)**

Specifically:

Field Name (* mandatory)	Description
Position Type *	Select Existing Post – New Contract .
Additional Information *	Enter any additional information as required. E.g. employee name.

2. Request Approval

Refer to **QRG: [RQ1 Creating and approving a staff request](#)**

After the new planned appointment has been set up -

3. Appoint the individual

The employee is linked in the system to the relevant (new) planned appointment. See **QRG: [PA2f Appoint Transfer - within same department](#)**.

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Specifically:

Field Name (* mandatory)	Description
Action *	Select appropriate option.
Reason Code *	Select appropriate option.

4. Generate new contract

Refer to QRG: [PANS0 – Pre-arrival and New Starter guide Section D.](#)

5. Other details to check/update

Depending on the changes there are a number of areas which may need to be checked and/or updated. Refer to the relevant section of QRG: [PANS0 – Pre-arrival and New Starter guide](#) to update the following:

Pension arrangements	Section H
Qualifications	Section I
NHS contract details	Section J
White book details	Section F



Note: Remember to change the relevant action/reason codes when updating details

6. Commence employee in CoreHR

Refer to QRG: [PANS0 – Pre-arrival and New Starter guide](#) Section M

7. Set up/change allowances

If required set up /amend allowances – refer to [PANS0 – Pre-arrival and New Starter guide](#) Section N

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8. Approve salary/allowances

The salary and (if relevant) allowance additions/changes must be approved within your department before they are actioned by payroll. See **QRG: [FD5 Approving or Rejecting Salary/Allowances](#)**.

9. Other changes

Depending on the change employment checks and HESA data may also need to be changed.

10. Close vacancy

Setting up of the new appointment by the Reward team would also have created a vacancy. It is important to ensure that the unused vacancy is closed. Refer to **QRG: [REC00 Recruitment Basics](#)** for guidance on closing the vacancy. (**NB:** 'Recruitment Administrator' access permissions are required to action this.)