Line managers (or their delegates) should use this form to tell us about a change to a contract. Changes need to be submitted to hr-operations@soas.ac.uk by the 7th to be processed in that month.

1. **We will assume you have financial authority for this change.** For Research posts, prior authorisation is needed from the Research and Enterprise Office.
2. Where relevant HR will confirm the change by email with the individual.

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| **YOUR DETAILS** |
| Name |  | Contact number |  |

*N.B. We will usually reply to the email address used to submit the form*

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| **NAME OF PERSON** |
| Name |  | Job Title |  |
| Department |  | Line Manager |  |

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| **ABOUT THE CHANGE** |
| Type of change | Choose an item. |
| Date the change should start from: |  |
| Date the change should end (or N/A): |  |
| **Complete any boxes where there has been a change** |
| Job Title |  | Department |  |
| Line Manager |  | Direct Reports |  |
| Grade |  | Weekly Hours |  |
| Cost Centre (please add your 4 letter Cost Centre if part of the change) |  | Account Code(please choose from the drop down list if part of the change) | Choose an item. |
| JD attached  |[ ]  Salary (point, £p.a.) |  |
| *London Weighting Allowance will be* ***added*** *based on grade and weekly hours* |
| **Revised working pattern**Write the usual number of hours against each day | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  |  |  |  |  |

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| **CHANGES IN SALARY/ ALLOWANCES** |
| Name of Allowance starting | Choose an item. | Value (£ p.a.) |  |
| Name of Allowance ending | Choose an item. | Name of Continuing allowance | Choose an item. |
| **REASON FOR EXTENDING A FIXED TERM CONTRACT** |
| Choose an item. |

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| **Use this box to tell us anything else that you think might be useful** |
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