


This work instruction was last updated: 24th May 2010

Variation to Hours Process

This Work Instruction describes how to enter a variation to an employee's working hours onto ResourceLink. This may include:

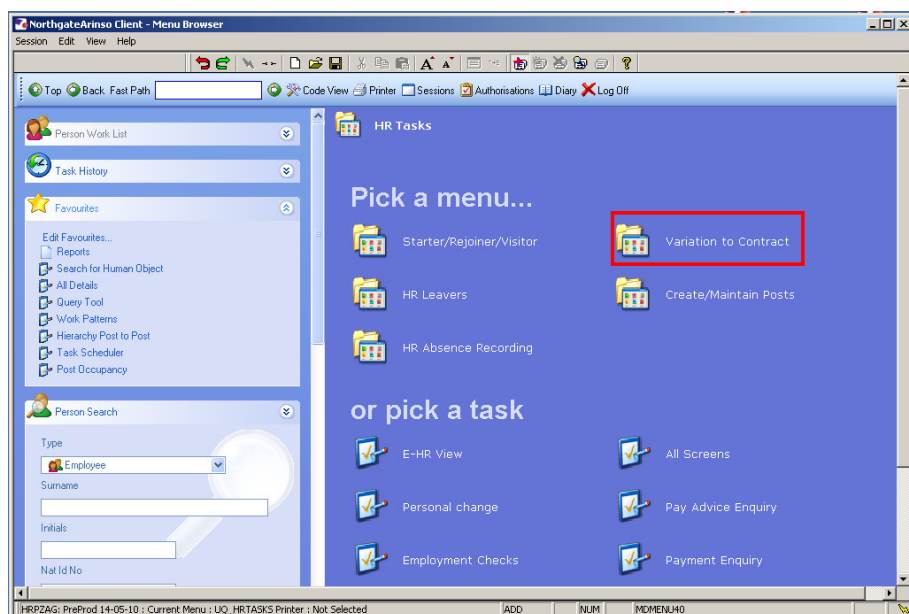
- Change in Part Time hours
- Full Time to Part Time hours
- Part Time to Full Time hours
- Change in working weeks per year
- Where number of hours remains the same but working pattern changes

 In all cases, you should always check the **Fixed Pay Elements** screen to ensure that the employee's Basic Pay element has been updated.

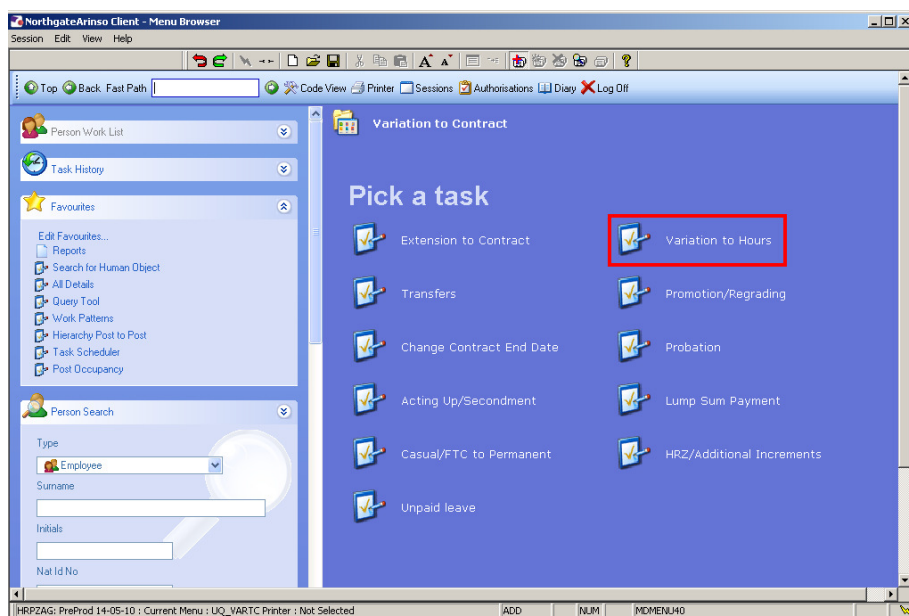
- 1 Entering a Variation to Hours
- 2 Current Post Holding data entry screen.
- 3 Post Holding Costing data entry screen
- 4 Holiday Entitlements data entry screen
- 5 Fixed Pay Elements data entry screen
- 6 Standard Letters

1 Entering a Variation to Hours

1.1 HR Tasks - Variation to Contract



1.2 Variation to Contract > Variation to Hours



1.3 The following search form is made available

Task - HRZ/Additional Increments - Employee Selection Screen

Employee Number

Surname Initials

Sex Nat. Ins. No.

Current Employee ☒ As at Date

Previous Surname

Known As

Add

Surname	Inits	Title	Emp Number	National ID Number	Start Date	Force

Select

Enter an Employee Number CHANGE NUM IMD55522

- 1.4 The Employee Number, Surname, search and select options are highlighted
- 1.5 Entering either the Employee Number or Surname select search.
- 1.6 Select the appropriate staff member from the list.
- 1.7 Move to the Current Post Holding Screen

2 Current Post Holding data entry screen.

Seq	Start	Post	M	Grade	Status	N	Detail	Summary
001	01/04/2010	DD03006231	Y	GRADE 2B	PS001	N	Y	...

Add Change Delete Expand

Post Linking

Pseudo-Sequence Number for Index: Paging CHANGE NUM MD4751B

- ☛ If the employee is a multi-post holder, there will be more than one row in this screen. Make sure you are changing the hours on the correct post.

2.1 Window in on **Summary** to check.

Seq	Start	Post	M	Grade	Status	N	Detail	Summary
001	01/04/2010	DD03006231	Y	GRADE 2B	PS001	N	Y	...

MD47L3A Employee Post Holding Summary

General

Post DD03006231 Systems Support Assistant

Job MSA1B&2 Manag, Spec and Admin 1B & 2

Employee Grade GRADE 2B Level 2b

Post Grade GRADE 2B Level 2b

Service Cond ID MSA1B&2 Management Specialist & Administrative 1

Emp Post Hold.	Reason	Description
Start 01/04/2010	SG001	New Appointment
End		
Service In Post 1 Month 24 Days		Projected End
Post Main Flag Y		Suspended
Contract Number		
Position Status PS001		Full Time - Permanent
Occupancy		
Location HIGHFIELD		Highfield Campus, Southampton
Wk Pattern 36AMTWTF		SOM7.2T7.2W7.2T7.2F7.2S0
Contract Hours 36.00		Weekly Hours 36.00
Source CONTRACT		FTE 1.0000
Pay Grade GRADE 2B		Level 2b

User Fields Notes Exit

2.2 Click on **Exit** to move out of the **Summary** screen.

2.3 Window in to the **Detail** field of the post you want to change the hours on.

MD47L3 Employee Post Holding Details

Detail

Post	DD03006231	Systems Support Assistant
Job	MSA1B&2	Manag, Spec and Admin 1B & 2
Employee Grade		
Post Grade	GRADE 2B	Level 2b

General Conditions Misc Grade Contract

Start 01/04/2010 SG001 New Appointment

End

Service In Post 1 Month 24 Days

Projected End

Post Main Flag ☒ Suspended ☐

Exc. from attracting Ee's Costs ☐

T/S Template Perf Management User Fields Notes

Salary Planning Exit

2.4 Click on the **Conditions** tab.

MD47L3 Employee Post Holding Details

Detail

Post	DD03006231	Systems Support Assistant
Job	MSA1B&2	Manag, Spec and Admin 1B & 2
Employee Grade		
Post Grade	GRADE 2B	Level 2b

General Conditions Misc Grade Contract

Service Cond ID MSA1B&2 Management Specialist & Administrative 1

Source EMPPOST

Position Status PS001 Full Time - Permanent

Occupancy

Wk Pattern 36AMTWTF S0M7.2T7.2W7.2T7.2F7.2S0

Source EMPPOST

Contract Hours 36.00 Weekly Hours 36.00 00.0000

Source CONTRACT FTE 1.0000

T/S Template Perf Management User Fields Notes

Salary Planning Exit

2.5 If the employee is changing from:

- Full Time to Part Time
- Part Time to Full Time
- 52.143 weeks per year to Term Time Only
- Term Time Only to 52.143 weeks per year

...then you **MUST** amend the **Position Status**.

☛ When a staff member moves from Full Time to Part Time PS019 and PS020 must be used

- ❗ You **do not** need to amend the Position Status if a Part Time employee is changing their hours but remaining Part Time.

2.6 To amend the Position Status, window in to the **Position Status** field.

Seq	Start Date	End Date	Position Status	Description	Notes
001	01/04/2010		PS001	FTP	N

Buttons: Add, Change, Delete, Expand, Exit

2.7 Click on **Change**.

2.8 In the **End Date** field enter the day before the employee's working hours change.

For example, if the hours are to change from 1 June 2007, enter 31 May 2007 (310507) in this field.

2.9 Press **Enter**.

Seq	Start Date	End Date	Position Status	Description	Notes
001	01/04/2010	30/04/2010	PS001	FTP	N

2.10 Click on **Add**.

2.11 In the **Start Date** field enter the start date of the change in working hours. (The day after the end date in the previous row)

- ⚠ **Do not leave a gap between the End Date in the previous row and the Start Date in the new row.**

2.12 Press **Enter**.

2.13 Press **Enter** again to move past the **End Date** field.

2.14 Click on the drop down in the **Position Status** field.

Seq	Start Date	End Date	Position Status	Description	Notes
001	01/04/2010	31/05/2010	PS001	FTP	N
002	01/06/2010				

Code	Desc	Long Description
PS008	CASUAL	Casual Staff
PS009	VISITOR1	Visitor - Requires System Access
PS010	VISITOR2	Visitor - No System Access
PS011	PENSIONERS	Pensioners
PS018	STDBANK	Student Bank
PS019	FTPermH	Full Time - Permanent - Holiday in Hours
PS020	FTFixTH	Full Time - Fixed Term - Hol in Hours
PS021	Sub-Ward	Sub Wardenal Post

2.15 Click on the new **Position Status**.

- Please ensure you select the correct position status as what you enter here impacts several other areas of the system, as well as reports, and can also impact the person's pay. If you are unsure, please check with a colleague.

2.16 Press **Enter**.

2.17 Click on **Exit**.

2.18 Click on **OK**.

2.19 Press **Enter** to move past the **Position Status** field.

- ❗ The Position Status **will not update** on this screen if the change is in the **future**. Once the start date of the change is reached, this screen will update to the new Position Status.

2.20 Click in the **Wk Pattern** field and window in.

Seq	Start Date	End Date	Work Pattern	Description	S	Start Day	Reason
001	01/04/2010		36AMTWTF	36AMTWTF	N	5	SG001

Buttons: Add, Change, Delete, Expand, Exit

2.21 Click on **Change**.

2.22 In the **End Date** field enter the day before the employee's working hours change.

For example, if the hours are to change from 1 June 2007, enter 31 May 2007 (310507) in this field.

2.23 Press **Enter**.

2.24 Click on **Add**.

Seq	Start Date	End Date	Work Pattern	Description	S	Start Day	Reason
001	01/04/2010	30/04/2010	36AMTWTF	36AMTWTF	N	5	SG001

2.25 In the **Start Date** field enter the start date of the change in working hours. (The day after the end date in the previous row)

- ⚠ **Do not leave a gap between the End Date in the previous row and the Start Date in the new row.**

2.26 Press **Enter**.

2.27 Press **Enter** again to move past the **End Date** field.

2.28 Click on the drop down in the **Work Pattern** field.


Seq	Start Date	End Date	Work Pattern	Description	S	Start Day	Reason
001	01/04/2010	30/04/2010	36AMTWTF	36AMTWTF	N	5	SG001
002	01/05/2010		36AMTWTF				

Code	Description
35MTWF	S0M8.75T8.75W8.75T0F8.75S0
35MTWT	S0M8.75T8.75W8.75T8.75F0S0
35MTWTF	S0M7T7W7T7F7S0
35SMTTS	S7M7T7W0T7F0S7
36.5AMTWTF	S0M7.5T7.5W7.5T7.5F6.5S0
36.5CMTWTF	S0M7.5T7.5W7T7.5F7S0
36AMTWTF	S0M7.2T7.2W7.2T7.2F7.2S0
36BMTWTF	S0M7T7W7T7F8S0

Add Change Delete Expand

Exit

2.29 Scroll down the list and click on the new work pattern


-  The **Descriptions** indicate the hours that are worked each day within that pattern e.g. S0M6T6W6T6F6S0 (this pattern is 6 hrs a day Mon – Fri), all patterns start on Sunday and end on Saturday.

2.30 Press **Enter** twice.

2.31 The **Start Day** field refers to the first day of their new work pattern. Check the day of the start date and enter the corresponding Day Number using the table below.

Start Day	Day Number
Sunday	1
Monday	2
Tuesday	3
Wednesday	4
Thursday	5
Friday	6
Saturday	7

2.32 Enter the appropriate number into the **Start Day** field (e.g. for a Monday you should enter “2”)

-  Please note that although the vast majority of work patterns are 7 day work patterns, there are a few which are longer (14 days, 21 days and even a few 56 day patterns) – in these cases you will need to work out not only which day of the week the person starts on (e.g. Monday) but also which Monday of their 2 week, 3 week, etc. pattern this is – i.e. are they starting on the first Monday of the pattern (day 2) or the second Monday of the pattern (day 9) etc.

2.33 Press **Enter**.

2.34 Window in to the **Reason** field.

Seq	Code	Description	Score
001	CONV	Conversion	
002	GD001	Regrading of Post	
003	LG037	Visitor to Staff	
004	PJJ001	Cover for Maternity	
005	PJJ002	Cover for Career Break/Secondment	
006	PJJ003	Cover for Sabbatical/Study Leave	
007	PJJ004	Promotion	
008	PJJ005	Internal Transfer (in dept)-Restructure	
009	PJJ006	Int. Transfer (in dept)-Breakdown in Rel	
010	PJJ007	Internal Transfer (in dept) - Other	
011	PJJ008	Int. Transfer (in dept)-Flex. Working	
012	PJJ009	Internal transfer (out dept)-Restructure	

Buttons: Add, Select, Delete, Exit

2.35 Scroll down the list.

2.36 Click on **WP001 – Change in Working Hours**.

2.37 Press **Enter**.

2.38 Click on **Exit**.

2.39 Press **Enter** to move past the **Wk Pattern** field.

i The Wk Pattern **will not update** on this screen if the change is in the **future**. Once the start date of the change is reached, this screen will update to the new Wk Pattern.

2.40 Window in to the **Contract Hours** field.

Seq	Start Date	End Date	Contract Hours	Wks Per Year	FTE Hours	Hrs Per Year
001	01/04/2010		36.00			

Buttons: Add, Change, Delete, Exit

2.41 Click on **Change**.

2.42 In the **End Date** field enter the day before the employee's working hours change.

For example, if the hours are to change from 1 June 2007, enter 31 May 2007 (310507) in this field.

2.43 Press **Enter**.

Seq	Start Date	End Date	Contract Hours	Wks Per Year	FTE Hours	Hrs Per Year
001	01/04/2010	30/04/2010	36.00	...		

2.44 Click on **Add**.

2.45 In the **Start Date** field enter the start date of the change in working hours. (The day after the end date in the previous row)

⚠ **Do not leave a gap between the End Date in the previous row and the Start Date in the new row.**

2.46 Press **Enter**.

2.47 Press **Enter** again to move past the **End Date** field.

2.48 Enter the new weekly contracted hours in the **Contract Hours** field.

2.49 Press **Enter**.

2.50 If the employee will be working these hours over less than 52.143 weeks a year, enter the actual paid weeks per year in the **Wks Per Year** field. Otherwise leave blank.

2.51 In the **FTE Hours** field enter the number of hours per week that a Full Time Equivalent would work in this post. For example, although someone in a MSA4+ post might only be working 17.5 hours per week the post itself may well have an FTE of 35 hours, in which case you would enter this in the FTE Hours field.

❗ The Contracted Hours **will not update** on this screen if the change is in the **future**. Once the start date of the change is reached, this screen will update to the new **Wk Pattern**.

General	Conditions	Misc	Grade	Contract
Service Cond ID	MSA1B&2	Management Specialist & Administrative 1		
Source	EMPOST			
Position Status	PS001	Full Time - Permanent		
Occupancy				
Wk Pattern	36AMTWTF	SOM7.2T7.2W7.2T7.2F7.2S0		
Source	EMPOST			
Contract Hours	30.00	Weekly Hours	30.00	00.0000
Source	CONTRACT	FTE	.8333	

T/S Template
 Perf Management
 User Fields
 Notes
 Salary Planning
 Exit

- You need to make a note of the Job Family and the FTE as you will be asked to enter these in a pop-up window when you run the standard letter at the end of this task.

2.52 Enter Through

Task - Variation to Hours

Warning - This could affect holiday entitlement

2.53 Click on **OK**.

2.54 Click on **Exit**.

2.55 Click on the **Grade** Tab.

MD47L3 Employee Post Holding Details

Detail

Post	DD03006231	Systems Support Assistant
Job	MSA1B&2	Manag, Spec and Admin 1B & 2
Employee Grade		
Post Grade	GRADE 2B	Level 2b

General	Conditions	Misc	Grade	Contract
Pay Grade	GRADE 2B	Level 2b		
Source	EMPOST			
Start Date	01/04/2010			
End Date				
Point	18			
Point Amount	20938.00			
Point Rate	11.1542			

T/S Template
 Perf Management
 User Fields
 Notes
 Salary Planning
 Exit

2.56 Window in to the **Pay Grade** field.

MD47G41 Employee Spinal Grade History

General

Post DD03006231 Systems Support Assistant

From 01/04/2010 T.

Seq	Start Date	End Date	Grade	Reason	Source	Source	Point	N
001	01/04/2010		GRADE 2B	SG001	POSTPL	POSTGD	18	N
	Point Rate	11.1542	Enh.Rate			Point Amount	20938.00	
	Override Date					Override Reason		
	Override Step					Carry Forward		
	Bar Point					Current Bar Point	19	
002								
	Point Rate		Enh.Rate			Point Amount		
	Override Date					Override Reason		
	Override Step					Carry Forward		
	Bar Point					Current Bar Point		

Add Change Delete Expand

Exit

There may be more than 1 row in this screen (grade history); the row at the top of the screen is the most current.

2.57 Click on **Add**.

MD47G41 Employee Spinal Grade History

General

Post DD03006231 Systems Support Assistant

From 01/04/2010 T.

Seq	Start Date	End Date	Grade	Reason	Source	Source	Point	N
001	01/04/2010		GRADE 2B	SG001	POSTPL	POSTGD	18	N
	Point Rate	11.1542	Enh.Rate			Point Amount	20938.00	
	Override Date					Override Reason		
	Override Step					Carry Forward		
	Bar Point					Current Bar Point	19	
002	01/05/2010							
	Point Rate		Enh.Rate			Point Amount		
	Override Date					Override Reason		
	Override Step					Carry Forward		
	Bar Point					Current Bar Point		

Add Change Delete Expand

Exit

2.58 In the **Start Date** field enter the start date of the change in working hours.

2.59 Press **Enter**.

2.60 Press **Enter** past the **End Date** field.

Optional Closure of Line of Grade History

General

New Grade History record overlaps with current
Open Grade History record.

This procedure will automatically update the end date
of the existing open Grade History record.

Confirm (Y or N)

- 2.61 Enter **Y** in the **Confirm** field. This will put an end date on the existing grade record
- 2.62 Press **Enter**.
- 2.63 Click in the **Reason** field and click on the drop down.

Seq	Code	Description	Score
001	GD001	Regrading of Post	
002	GD002	Additional Increment	
003	GD003	HRZ Increment	
004	GD004	Annual Increment	
005	GD005	Protected Ann. Inc. Progress (Job Match)	
006	GD006	Cost of Living Award	
007	GD007	National Insurance Amendments	
008	GD008	No Cost of Living	
009	GD009	Senior Officer Consolidation	
010	LG0037	Retirement	
011	LG037	Visitor to Staff	
012	PJL001	Cover for Maternity	

Buttons: Add, Select, Delete, Exit

- 2.64 Scroll down the list and click on **WP001 – Change in Working Hours**.
- 2.65 Press **Enter**.

Seq	Start Date	End Date	Grade	Reason	Source	Source	Point	N
001	01/04/2010		GRADE 2B	SG001	POSTPL	POSTGD	18	N
	Point Rate	11.1542	Enh.Rate			Point Amount	20938.00	
	Override Date			Override Reason				
	Override Step			Carry Forward				
	Bar Point			Current Bar Point			19	
002	01/05/2010		GRADE 2B	WP001	POSTPL	POSTGD		
	Point Rate		Enh.Rate			Point Amount		
	Override Date			Override Reason				
	Override Step			Carry Forward				
	Bar Point			Current Bar Point				

Buttons: Add, Change, Delete, Expand, Exit

- 2.66 Window into the **Point** field.

MD564G4 Spinal Column Points

General


Spinal Column MAINSPINE

Seq	Point	Value
001	13	18117.00
002	14	18643.00
003	15	19185.00
004	16	19743.00
005	17	20327.00
006	18	20938.00
007	19	21565.00
008	20	22236.00
009	21	22879.00
010	22	23566.00


Add Select Delete

Exit

2.67 If the **Spinal Point** is to remain the same, click on the same spinal point.

 If the spinal point is within the HRZ, you will receive the following message:

Task - Variation to Hours

 Error - Spinal Point entered is above employee's Bar Point

OK

Click on **OK** to continue.

2.68 Press **Enter**.

2.69 The **Point Amount** in the new row should now reflect the changes that have been made to the employees contracted hours, i.e. if they have reduced their contracted hours, the point amount should reflect this.

Seq	Start Date	End Date	Grade	Reason	Source	Source	Point	N
001	01/05/2010		GRADE 2B	WP001	POSTPL	POSTGD	18	N
	Point Rate	11.1542	Enh.Rate				Point Amount	17448.32
	Override Date						Override Reason	
	Override Step						Carry Forward	
	Bar Point						Current Bar Point	19
002	01/04/2010	30/04/2010	GRADE 2B	SG001	POSTPL	POSTGD	18	N
	Point Rate	11.1542	Enh.Rate				Point Amount	20938.00
	Override Date						Override Reason	
	Override Step						Carry Forward	
	Bar Point						Current Bar Point	19

Add Change Delete Expand

- 2.70 Click in the **Override Date** field if the employee is to receive their annual increment on their service anniversary or a date that differs from 1 August. Enter the date they are to receive their annual increment here.
- 2.71 If the **Override Date** was completed in the previous row, enter the same date in that field.
- 2.72 If the **Override Reason** was completed in the previous row, window into the field and enter the same reason.
- 2.73 If the **Override Step** was completed in the previous row, enter the same step in that field.
- 2.74 If the employee is to be entered on a point that is within the HRZ's click in the **Bar Point** field.

Seq	Bar Point	Removed	Reason	N	Reason
001	19			N	
002	20			N	
003	21			N	
004	22			N	
005	23			N	
006	24			N	
007	25			N	

- 2.75 Click on the current bar point at the top of the table and click in the **Removed** field.
- 2.76 Enter the **date** that the bar point has been removed and press **ENTER** three times.
- ☛ Dates MUST be entered in the format **ddmmyyyy**. For example 16031975 for 16 March 1975
- 2.77 Repeat this process for each bar point that is to be removed. The new Bar Point will be the next point without a Removed date.
- 2.78 Click on **Exit**.
- 2.79 Press **Enter** to update **Current Bar point**. You can now enter a **Point** within the HRZ.
- 2.80 Click on **Exit**.

General	Conditions	Misc	Grade	Contract
Pay Grade	GRADE 2B		Level 2b	
Source	EMPPOST			
Start Date	01/05/2010			
End Date				
Point	18			
Point Amount	17448.32			
Point Rate	11.1542			

T/S Template
 Perf Management
 User Fields
 Notes
 Salary Planning
 Exit

The Point Amount **will not update** on this screen if the change is in the **future**. Once the start date of the change is reached, this screen will update to the new Point Amount. However, an **End Date** will now appear on this screen.

2.81 Click on **Exit**.

2.82 Move to the Maintain Post Holding Cost Parameters Screen

Task - Variation to Hours - Maintain Post Holding Cost Parameters

Session Edit View Process Tools Display Help

Employee 2086506 : MS L LASTIC

General

Post DD03006231

Start Date 01/04/2010 End Date

Seq	Start Date	End Date	Detail	Notes
001	01/04/2010			

3.3 Press **Enter**.

Employee 2086506 : MS L LASTIC

General

Post DD03006231 Systems Support Assistant

Start Date 01/04/2010 End Date

Seq	Start Date	End Date	Detail	Notes
001	01/04/2010			

Add Change Delete

3.4 In the **End Date** field enter the date of the day before the change to Post Holding Costing is set to take place.

3.5 Click on **Add**

3.6 In the **Start Date** field enter the date of when the change to Post Holding Costing is set to commence.


3.7 Press **Enter**.

3.8 Leave the **End Date** field blank, **Enter** through.

Seq	Cost Centre	Ee's %	Er's %

Add Change Delete Expand

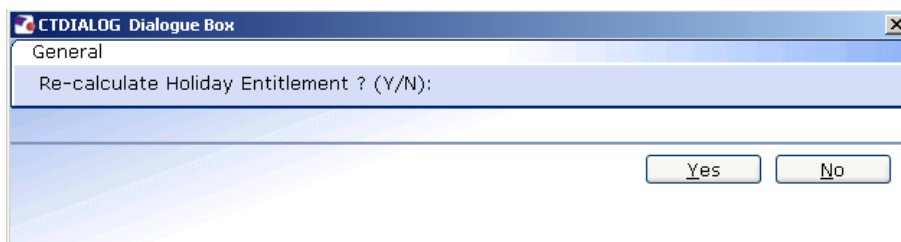
Exit

- 3.9 Click on **Add**.
- 3.10 Enter the **Cost Centre** number (Sub Project Code- starts with 5)that this post is to be paid from. Press **Enter**.
- 3.11 In the **Ee's%** field enter the percentage that this post is to be paid from this cost centre e.g. 100
- 3.12 In the **Er's%** field enter the percentage that this post is to be paid from this cost centre e.g. 100
- 3.13 Press **Enter**.
- 3.14 If the post is to be paid from more than 1 cost centre, add another row of information.
 - ☛ Please ensure that the Ee's Column adds up to 100%
 - ☛ Please ensure that the Er's Column adds up to 100%.
- 3.15 Click on **Exit** .
- 3.16 Press **Enter**.
- 3.17 Move to the next data entry screen.

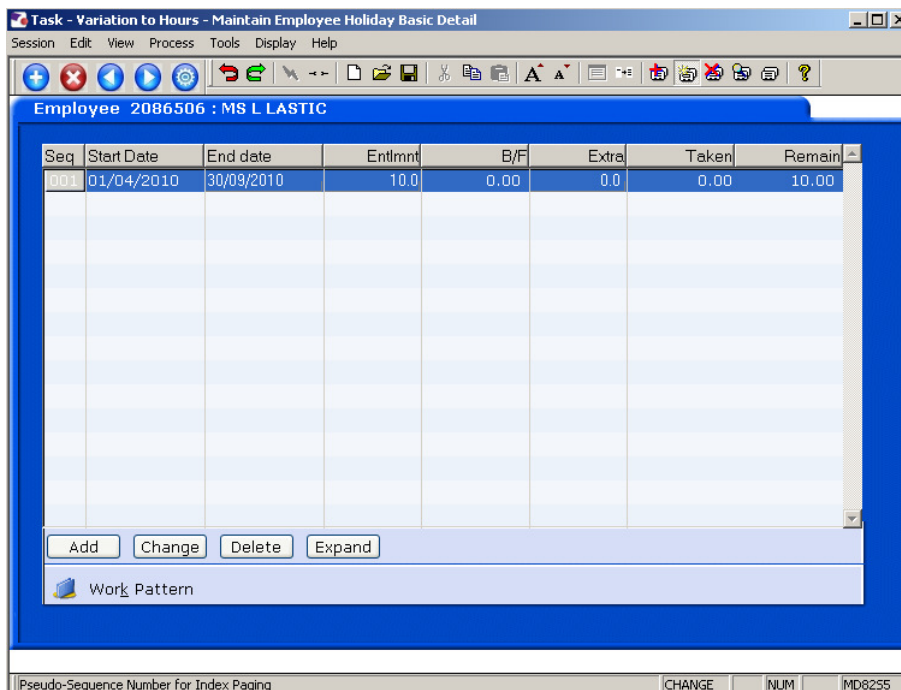
4 Holiday Entitlements data entry screen

- Please Note that if an employee has more than one post, the Holiday Entitlement will only calculate from the information against the **Main Post**.
- Holiday Entitlement on a **secondary post** is **not** held within the system. If you have changed the hours on a secondary post – you cannot complete this screen, you must record this second entitlement outside of ResourceLink.

4.1 Click on the **Holiday Entitlements** Tab.



4.2 Click on **No**, you must manually change the Holiday Entitlement, as the Start Date does not automatically update to the start date of the change in hours.



- This screen will display the holiday entitlement for the original working hours (prior to the change). These now need updating.

4.3 Make a note of the **Start Date**, **End Date**, **Entitlement** and **Taken** details for the leave that applies to the current year (ignore rows relating to previous annual leave years).

4.4 Select the record for the **current** leave year and click on **Delete**. You do not need to delete records for previous years.

4.5 Click on **Add** to add a new record.

Seq	Start Date	End date	Entlmnt	B/F	Extra	Taken	Remain
001	01/10/2010						

4.6 The **Start Date** field will populate with the 1st October – this will be correct in many cases, however if the start date on the row you just deleted was different to this, ensure that you replicate that date here.

4.7 Press **Enter**.

4.8 The **End Date** field will populate with the 30th September – will be correct in many cases, however if the end date on the row you just deleted was different to this, ensure that you replicate that date here.

4.9 Press **Enter**.

4.10 This will calculate the employee's holiday entitlement for the period.

4.11 If there was a figure in the **Extra** field previously, ensure that you replicate this in this new row.

4.12 Press **Enter**.

Seq	Start Date	End date	Entlmnt	B/F	Extra	Taken	Remain
001	10/04/2010	30/09/2010	5.5	0.00	0.0	0.00	5.50

4.13 The **Remain** field will be automatically updated. This may be a negative number if the employee has taken more than they were entitled to.

4.14 If you move onto a new row by accident, press “/” followed by **Enter**.

❗ If the employee has gone from Full Time to Part Time, they should now receive their holiday entitlement in **Hours**. If they have gone from Part Time to Full Time, they should now receive it in **Days**.

❗ If no entitlement is calculated or if the leave entitlement shown is different from what you would expect, do check the conditions tab under the person's current post holding as this is probably because they are not attached to the correct **Service Condition** or **Position Status**.

4.15 Move to the **Fixed Pay Elements** Screen.

5 Fixed Pay Elements data entry screen

Seq	Post	Code	Desc	E	Start	Period	Amt	A	D	M	S
001	DD03006231	1000	Basic Pay		01/05/2010		1454.03				N
002	DD03006231	1000	Basic Pay	*	01/04/2010		1744.83				N

- ❗ In nearly all cases you will now see a new **Basic Pay** row against the post that you have changed the hours on. The **Start** will be the date you changed the hours from. The previous Basic Pay based on their original hours will now have a * in the E column – this indicates that it has an **End Date**.
- ❗ Please note however that if someone is on unpaid leave or unpaid maternity leave then there will not be a new row of Basic Pay listed.

💡 Unless the person is on unpaid leave or unpaid maternity leave then their previous Basic Pay record should have an asterisk against it and there should be a new line of Basic Pay starting on the date that their change in hours takes effect. If this is not the case you will need to re-check what you have entered otherwise their pay will be incorrect.

5.1 The Variation to Hours is now complete.

5.2 Click on **Save**

6 Standard Letters

Seq	Letter	Ver	Description	Let Opts	Copies
001	ACAPPER	001	ACAP Permanent - Change of Hours	NOACT	2
002	HOMEWORK	001	Home Working	NOACT	2
003	VARHRS01	001	Full time to part time hours	NOACT	2
004	VARHRS02	001	PT to PT - in		
005	VARHRS03	001	Part-year to		
006	VARHRS04	001	Part-time to		

Code	Desc	Long Description
MERGE	Manual	Immediate print with manual changes
NOACT	No Request	No action to be taken (no request)
PRINT	Print	Immediate request and print
PROMPT	Prompt	Prompt on commit for user action
QUEUE	Request	Request letter only
SAVE	Save	Save the merged letter

Buttons: Add, Change, Delete, Expand, Exit

- 6.1 Click in the **Let Opts** field of the standard letter you want to produce
- 6.2 Click on the drop down and select **MERGE – Immediate print with manual changes**.
- 6.3 Click on **Exit**. A series of pop-up windows will appear, where you will need to select on the relevant information that should be pulled through to the contract.

Seq	Post	Start Date	End Date	Occ Type	Main
001	EMPLOYEE	01/04/2010			
002	DD03006231	01/04/2010			Y
003					
004					
005					
006					
007					
008					
009					

Buttons: Add, Select, Delete, Exit

- 6.4 If you are asked to select a version of the **HR Main** hierarchy always, **select the most recent version**.
- 6.5 If the person has more than one post, ensure that you select the correct post relevant to this contract.
- 6.6 If any of the pop-up windows only have one row of data, simply click on **Select**.

- 6.7 If any of the pop-up windows do not show any rows of data, simply click on **Exit**.
- 6.8 Once you have progressed through all of the pop-up windows, the employee's letter should generate in **Word** at which point you will be able to check and amend it (if necessary).
- ☼ Please ensure you delete the highlighted sections in the contract where appropriate to the individual employee.
 - ☼ Please only click on the Print button if you have one of the appropriate HR printers set as your default printer:
 - ☼ **Attempting to print a standard letter (contract) on any other printer will not only result in failure, but will also cause problems for other users.**