

dvognus Limited

Employment Change / Payroll Variation Form

Name:							
Surname:							
Employee number:							
Effective date of change:							
Current details				New details			
Manager's name:				Manager's name:			
Directorate:				Directorate:			
Dept. /Team:				Dept./Team:			
GL Code / Cost Code::				GL Code / Cost Code::			
Job title:				Job Title (if changed):			
Grade / Spinal point:				Grade /spinal point:			
Salary:				Salary:			
Hours:				Hours:			
Contract type:				Contract type:			
Unpaid/ other leave Start date				Unpaid/ other leave End date:			
Reason for change: (if unpaid / other leave, please specify which type of leave and reason for leave)							
Working pattern	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							

Addendum to Statement of Particulars

I confirm that the Personal and Employment details given in this form are correct. I confirm that I have attended a consultation meeting with management in relation to the proposed variation(s) and I agree to the variation(s) to my Statement of Particulars as stated in this form. I understand that the effect of a cessation of any temporary variation will be to automatically return to my terms and conditions of employment to what they were or would have been but for the temporary variation, as appropriate. I accept that when a temporary variation ends, my terms and conditions will revert back to the previous contractual Terms and Conditions as stipulated above in this form.

*SIGNED by EMPLOYEE: *Date:.....

*Print name:.....

I confirm that the Personal and Employment details given in this form are correct. I agree that a consultation meeting has taken place with the employee and I authorise the contractual variation(s) as set out in this form. I also confirm that the necessary approvals are in place.

*SIGNED by MANAGER:..... *Date:.....

*Print name:..... *Cost code:.....

The form is to be emailed to HRhelpdesk@kingston.gov.uk or Hrhelpdesk@sutton.gov.uk and **must be emailed from/received from managers email account**. Any completed forms which does not come via this route will not be accepted.