


Guidance Notes on the Notification of Change to Employee Assignment form ESR-FRM-103 (Medical)

When opening the form, click on Enable Content if the message below appears

 SECURITY WARNING Some active content has been disabled. Click for more details.

This form should be used for

1. Medical Staff moving to a new position
2. Medical Staff changing from part-time to full-time and vice versa
3. Medical Staff changing the number of hours/sessions they work.
4. Ending a career break, secondments, fixed term contracts and suspensions. Please also note that when a secondment has ended, and they return to the substantive post, an additional 103m form should be completed with the effective date and the position number they are returning to.
5. Medical Staff changing to or from job share.
6. Medical Staff taking on an additional assignment e.g. becoming a multi-postholder.
7. Starting and/or ceasing the payment of London Zone, Addtl PA's, On Call, Management Supplements, CEA's
8. Where a single post-holder is leaving employment, or a multi-post holder is leaving all their positions with NHSBT and therefore terminating their employment please complete Initial leavers notification on People First –

https://nhsbt.service-now.com/sp?id=sc_cat_item&sys_id=9f5bd8cbdb54a340660670d9bf961931&sysparm_category=51a6c89237ed130080f519a543990e3c&catalog_id=e0d08b13c3330100c8b837659bba8fb4

These changes are not covered by this form

- 1 **Changing start dates, continual NHS service dates.** These must be advised via your People and Culture Partner or manager who will verify the information before advising Pay Support to amend the ESR record.
- 2 **Authorisations of higher start pay.** These must be requested and authorised in line with the NHSBT policy.
- 3 **Maternity or adoption leave** – Advise by sending a Parental Leave Notification via HR Direct. Forms and advice on People First as below

<http://nhs-bt.nhs.sitekit.net/NHSBT-DOCUMENT-LIBRARY/PoliciesandSupportingDocs/Form-Application-Maternity-and-Adoption-ESR-FRM-077.xls>

- 4 **Paternity leave** – Advise by completing form using link below:

<http://nhs-bt.nhs.sitekit.net/NHSBT-DOCUMENT-LIBRARY/PoliciesandSupportingDocs/Form-Application-Maternity-Support-ESR-FRM-079.xls>

- 5 **Delay in retirement.** There is no need to advise us when an employee continues to work past age 65, please follow the usual process to advise us when they are retiring. Remember to give 4 months notice wherever possible if NHS Pension benefits are to be paid.
- 6 **Work permits.** Any notification of changes to work permits must be advised via HR Direct
- 7 **Professional registrations.** Any notification of changes to professional registrations must be advised via HR Direct

General

Contractual Changes should be notified within 2 working days of the change being agreed. This is particularly important if there is a reduction in hours/sessions or allowances.

- 1 Complete Parts 1 and 9 in full and those sections, from 2 to 8, which are relevant to the change.
- 2 Forms should be emailed to Pay Support - Changes in a timely manner as a change cannot be implemented until the form has been received.
- 3 The e-mail must be sent from the manager's e-mail address. The manager must have authority to authorise ESR forms
- 4 The employee should be made aware of the contents of the form and the implications of the changes.

Part 1

Complete all of Part 1 - employee's **Surname**, **Assignment number** and **Forename(s)**, the **Effective Date of Change** (when the change should take effect) and the **Reason for Change**.

Part 2 – Change to contract or status

Complete relevant fields using Drop Down Lists where applicable if there is a change which applies, otherwise leave blank.

Part 3 – New assignment

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Use this section to notify of a member of staff moving to a new post. This maybe following an application & recruitment process or because of a transfer or other agreed move. This should only be completed if there is a change which applies, otherwise leave blank.

Select the reason for new assignment from the list.

- successful application for advertised post
- following internal competition
- progression without application
- move to equivalent new position
- temporary move (secondment or cover)

Complete the vacancy number if the change follows successful application for an advertised post.

Confirm whether the post is new or in addition to an existing post.

Enter the position number. This number will generate entry of the Data generated in ESR for this post:

- Job title
- Organisation (department) and cost centre – pay costs for this post will go here
- Payscale and payband
- Location (this will be the work base held on ESR and in expenses)

This information generates pay and expenses and should be checked thoroughly. If any item is incorrect check that you have used the correct position number and amend as necessary

Part 4 – Hours/sessions

Complete details of changes to hours, indicate if the change is to **full or part time** and the **new contracted Hours/Sessions** and **frequency**. This should only be completed if there is a change which applies, otherwise leave blank

Part 5 – Changes to Allowances

The following types of allowance can be commenced and ceased – London Zone, Addtl PA's, On Call, Management Supplements, CEA's.

- 1 For each allowance, please enter the **Element Due** (choices are London Weighting, Addtl PA's, On-Call Category, Management Supplement and CEA's), the **Rate** and the **Location, team base or centre**.

Part 6 – Terminating a post for multi-postholders

Use this section for members of staff who are multiple post holders who are leaving one post only. Enter details of the post being left, this will end that post but continue employment

in the remaining post(s). This should only be completed if there is a change which applies, otherwise leave blank.

Part 7 – Manager's details

1. Complete Part 9 in full by entering the **manager's name, assignment number, job title and phone number**, together with the **date of completing the form**.

Submitting the form

Submit the form by email to Pay Support – Changes and attach the Change Form.

You will then receive an acknowledgement e-mail from Pay Support – Changes

Pay Support - Changes

Auto Acknowledgement from Pay Support - Changes

This is an automatic response to confirm that your Contractual Change form has been received by Pay Support.

Please do not respond to this email.

A confirmation e-mail will be sent when the details are updated in the employee's record, unless we need further clarification to process the change.

Please note that pay queries are not to be raised through this e-mail box, and will not be responded to.

If you have a pay query, then this can be raised [online](#)

Alternatively, you can e-mail [HR Direct](#), or phone 0117 3227700

Helpline and more advice

If you require any advice about the contractual change notification process or further guidance on the completion of this form please contact HR Direct

On Line: https://nhsbt.service-now.com/sp?id=sc_cat_item&sys_id=27d998356fe39d00dbe55dd16e3ee472

By phone on;

 0117 322 7700
 FeatureNet 27700

By e-mail to

hrdirect@nhsbt.nhs.uk