

# NHS Blood and Transplant ESR Business Support

Guidance for completion and submission of;

**ESR-FRM-103**

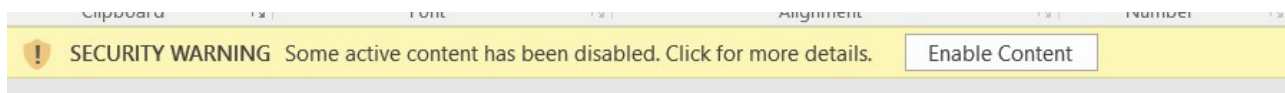
## Notification of a Contractual Change

Updated – October 2018

### 1.0 Introduction

Contractual changes should be notified within 2 working days of the change being agreed. This is to ensure that your staff member is paid correctly.

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



It is essential that the form is fully and correctly completed as any errors will result in delayed payment. The employee and manager are responsible for making sure that all details on the form are correct.

Use this form to notify the following changes for a member of staff;

1. moving to a new position
2. changing the number of hours they work.
3. End a career break.
4. Start/end a secondment, fixed term contract or suspension.
5. term time working.
6. taking on an additional assignment e.g. becoming a multi-postholder.
7. starting and/or ceasing the payment of HCAS, BD driving allowances and Standard AFC or NHSBT Predictable enhancements.

8. terminating one of a multi-post holder's posts.
9. bio-medical scientists, clinical scientists and apprentices changing the percentage of their payscale/grade as they progress through training.

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/hr\\_knowledge/notify\\_leaver.do](https://nhsbt.service-now.com/hr_knowledge/notify_leaver.do)

## 2.0 Completing the form

### Part 1

Complete in full - employee's **Surname**, **Assignment number** and **Forename(s)**, the **Effective Date of Change**, pick the “**ESR Reason for Change**”, which is used for central statistical reporting, and add any additional information necessary.

### Part 2 – Change to status

Tick any of these conditions has changed and will now apply from the given date of change. This should only be completed if there is a change which applies, otherwise leave blank.

### Part 3 – Change to contract

Select the new contract type from the list.

- bank
- fixed term
- honorary
- locum
- non-exec director/chair
- permanent
- retainer scheme

If the contract is fixed term enter the end date and select the reason. This should only be completed if there is a change which applies, otherwise leave blank.

### Part 4 – New assignment

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 of 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 5 – Hours/sessions**

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

### **Part 6 – Change of Supervisor/Authorising manager**

Complete the **name** and **assignment number** of the new supervisor/approving manager. This should only be completed if there is a change which applies, otherwise leave blank.

### **Part 7 – Additional pay and allowances**

This should only be completed if there is a change which applies, otherwise leave blank.

- High Cost Area Supplement (HCAS) – confirm if there is a change to HCAS, locations attracting HCAS are listed in separate guidance.
- Shift/enhancements – please select the correct box.

Note;- Standard AfC enhancements apply if "Predictable" conditions are not fulfilled. These conditions are defined in NHSBT's Unsocial Hours Remuneration Agreement. The agreement is available at;

<http://nhsbandt.nhs.sitekit.net/People%20First%20-%20Document%20Library/Pay/Document%20-%20Unsocial%20Hours%20Agreement.pdf>

- Blood Donation – Collection Teams – Driving Allowance

Tick the box if driving allowance is ceasing. If a new rate of driving allowance is due enter details on the type and rate due from the date of change.

### **Part 8 – Trainee BMS, Clinical Scientists and apprentice schemes**

Enter the percentage due from the date of change. This should only be completed if there is a change which applies, otherwise leave blank.

## Part 9 – Multi post holder

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 10 – Budget Manager's approval

Complete in full with the detail of the budget manager. Budget Managers are authorised to make changes to contractual information for members of staff and should submit the form from their own email account.

### 3.0 Submitting the form

Use the '**submit**' button, this validates completion of the form and will automatically generate an email to Pay Support - Changes.

If you are unable to submit the form electronically attach a copy and e-mail to pay Support – Changes

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.

If we have any questions we will contact you for clarification, otherwise the form will be actioned for the next available pay run.

Please note, due to ESR restrictions, future dated changes cannot be actioned until the month of the effective date.

If you have any queries contact HR Direct on 0117 3227700 or (2)7700 between Monday to Friday, excluding public/statutory holidays.

### For Pay Support use

Please leave blank.

### 4.0 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

By phone on;

By e-mail to;

 0117 322 7700  
 FeatureNet 27700

[hrdirect@nhsbt.nhs.uk](mailto:hrdirect@nhsbt.nhs.uk)