

Blood and Transplant

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

Please use the following directions

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. Starting/ceasing career breaks, secondments, fixed term contracts, suspensions, moves from office to home based and vice versa.
5. Medical Staff changing to or from job shares or term time working.
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. Assigning a new supervisor to an employee, when there is another contractual change. The supervisor will approve expense claims made via the electronic **expenses** system.
9. 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

These changes are not covered by this form

- 1 **Changing start dates, continual NHS service dates.** These must be advised via your HR adviser 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 which can be found via this link;

<https://nhsbt.onlinesurveys.ac.uk/higher-starting-pay-request>

- 3 **Maternity or adoption leave** or return from that leave and KIT days. These should be advised using form ESR-FRM-083.
- 4 **Paternity leave** or return from that leave.
- 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 or allowances.

- 1 Forms should be completed electronically and emailed to Pay Support - Changes using the 'submit' button.
- 2 Fill in Parts 1 and 9 in full and those sections, from 2 to 8, which are relevant to the change.
- 3 Forms should be emailed to Pay Support - Changes in a timely manner as a change cannot be implemented until the form has been received.
- 4 The e-mail must be sent from the manager's e-mail address. The manager must have authority to authorise ESR forms
- 5 The employee should be made aware of the contents of the form and the implications of the changes.
- 6 The form should be completed correctly as errors may result in delayed or incorrect payment. Incorrect forms will be returned without being processed.

1. 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

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 – New assignment

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 – 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 5 – Change of Supervisor

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 6 – 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 **Department/Agreement reference**, the **Element Due** (choices are London Weighting, Addtl PA's, On-Call, Management Supplement and CEA's), the **Rate** and the **Location, team base or centre**.

Part 7 – 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.

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Part 8 – 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

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.

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