



Human Resources Division

Change of FTE/Hours and/or Roster Change Form



**This form is formal notification of the changes requested and no other documentation will be issued.
Please provide to the employee a copy of the completed/authorised form.**

Details of Applicant			
Employee Name		Employee No	
Department			
Position Title			
Position No		Job No	

Roster/FTE Change							
Change start date		Change finish date					
OR to end of contract							
Current Hours/FTE		New Hours Per Week/FTE					
<i>If hours are different each day please list record of new hours below. If full day, enter 7.5 hours per day. If not full time, enter the number of hours per day to be worked (excluding any unpaid breaks e.g. Lunch)</i>							
DAYS	MON	TUES	WED	THURS	FRI	SAT	SUN
Hours Week 1							
Hours Week 2							
New Account Code(s) for total salary:							
GL	_____ %						
	_____ %						
PL	_____ %						
	_____ %						
Reason for Change of Hours/Roster:							

HR OFFICE USE ONLY			
HR Noted		Payroll Entered	
Changes to Payroll	PE:	PE:	

Authorisation of Changes (Staff Member to Complete):

I, _____ agree to the above changes.
Employee Name (Please Print)

Employee Signature _____ Date ____/____/____

Authorisation of Changes (Supervisor to Complete):**Recommended by:**

Supervisor Name			
Signature		Date	____/____/____

Approved by:

Dean/Director/HOD/Delegated Authority Name			
Signature		Date	____/____/____

Divisional Approval: (If required)

Signature		Date	____/____/____
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NOTES FOR CHANGE OF HOURS FORM

- This form is to be used for straightforward change of FTE/hours for Academic or General Staff.
- Do not use the form for any significant changes as there may be a need to issue a revised job description and the changes would be best processed through a letter to the employee detailing those changes. For such request please prepare a Memo to HR and refer to the Job Evaluation information on the HR Website; <http://www.otago.ac.nz/humanresources/jobevaluation/index.html>
- The reason for change should be clearly recorded on the form.
- Please note that this form replaces the letter for the employee in notifying their change of hours. Please ensure that the employee retains a signed copy of this form prior to it being sent to Human Resources.
- If this is a change to an Academic Roster, please note that the request needs to be received in time for payroll processing at the beginning of the month: changes to Academic Rosters cannot be made partway through the month.
- If there are any changes to be made by Human Resources, an HR Administrator will contact the Department and arrange for a new copy to be issued to the employee/department with any amendments.
- The employee must agree or have requested the changes and appropriate signatures must be obtained.
- Please send the completed form to hrrservices@otago.ac.nz
- If you have any questions at all, please feel free to contact your **Human Resources Administrator**.