

## Employment Variation Form (EVF) Guidance

It is important all EVF's are completed correctly to enable the HRSS team to process the change on People XD. It's vital that we all work together to maintain the establishment and terms and conditions data and issue the correct information to the colleague confirming the change to them.

Please use the EVF Glossary to support you in completing the correct information such as department codes, holiday balances and cost centres –

<https://managers.greencore.com/resources/peoplexd-employment-variation-form-glossary/>

Site/Location:	Pay Frequency:	
Employee ID:	Forename:	Surname:
Effective Date:	End Date of Change: <i>(if app)</i>	
Reason for Change:		
Current Salary:		
One Off Payment: <i>(Please provide details)</i>		
<b>New Details (only complete fields that are changing)</b>		
Establishment Role ID: <i>(if app)</i>		
Business Team:		
Site: <i>(Cost)</i>		
Unit / Location: <i>(Physical base)</i>		
Function / Sub-function:		
Job Title / Role Profile:		
Reporting Manager:		
Cost Centre:		
Department: <i>(eg: UP24)</i>		
Cost Type (Establishment):		
Salary / Hourly Rate:		
Shift Premium: <i>(if app)</i>		
Contracted Paid Hours Per Week:		
Days Worked (Weekly):		
Shift Pattern / Work Schedule (Salaried):		
Cycle Sequence (Salaried Shift Workers):		
Notice Period:		
Holiday Entitlement (Weekly):		
Holiday Entitlement Code (Monthly):		
Pro-rated Holiday Balance for Remainder of Year		
Is this role part of collective bargaining?		
Is colleague a Line Manager?		
If Yes, Please list direct reports or name of manager replacing (if relevant)		
Comments:		

This can be found against the colleague in People XD on your Manager Dashboard

This should always be the full-time equivalent salary (if part-time). If you are unsure on salary, please contact HR

This information can be found using the link above.

Please ensure any unpaid breaks are excluded from the total hours

If you are unsure on these fields, please contact HR to obtain the correct information

It's vital that all colleagues have the correct line manager assigned to them in People XD - use the Organisational Structure in People XD to support you

# Employment Variation

## Form

Please complete this form for any colleague employment change or site transfer. Ensure that this form is uploaded to the manager request in People XD.

You should only complete this form using **Adobe Reader** otherwise the drop-down information provided may not be visible to the recipient.

Site/Location:		Pay Frequency:	
Employee ID:	Forename:	Surname:	
Effective Date: End Date of Change:(if app)			
Reason for Change:			
Current Salary:			
One Off Payment:(Please provide details)			
<b>New Details (only complete fields that are changing)</b>			
Establishment Role ID: (if app)			
Business Team:			
Site: (Cost)			
Unit / Location: (Physical base)			
Function / Sub-function:			
Job Title / Role Profile:			
Reporting Manager:			
Cost Centre:			
Department: (eg: UP24)			
Cost Type (Establishment):			
Salary / Hourly Rate:			
Shift Premium: (if app)			
Contracted Paid Hours Per Week:			
Days Worked (Weekly):			
Shift Pattern / Work Schedule (Salaried):			
Cycle Sequence (Salaried Shift Workers):			
Notice Period:			
Holiday Entitlement (Weekly):			
Holiday Entitlement Code (Monthly):			
Pro-rated Holiday Balance for Remainder of Year			
Is this role part of collective bargaining?			
Is colleague a Line Manager?			
If Yes, Please list direct reports or name of manager replacing (if relevant)			
Comments:			

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### BENEFITS

	New Details	
Car Allowance:		
Private Healthcare:		
Bonus:		
Performance Share Plan:		

### HR SHARED SERVICES USE ONLY:

	Name	Date
New contract issued <i>(if app)</i>		
System changes made		
Payroll informed		

Payroll Use Only: