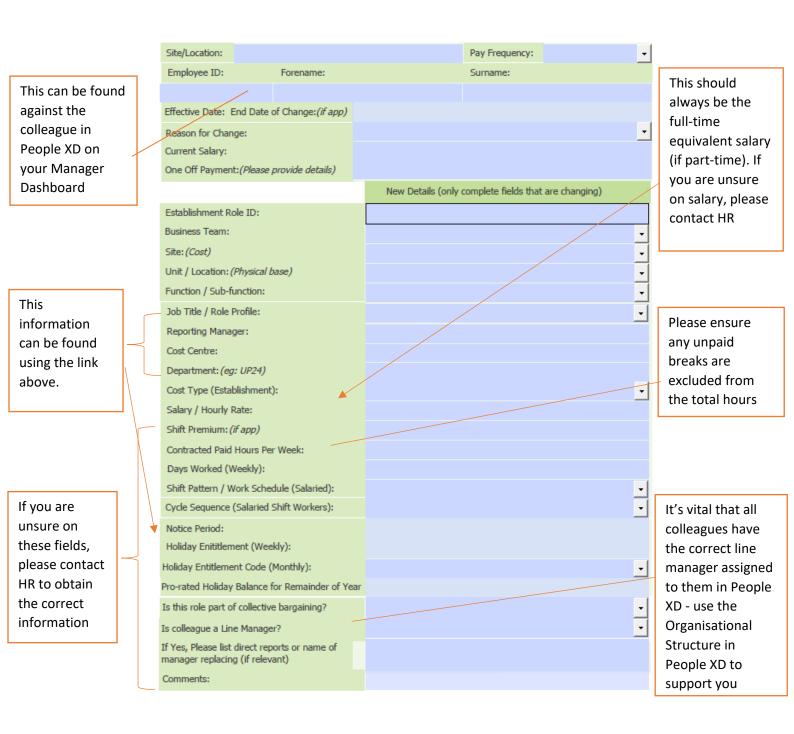
Employment Variation Form (EVF) Guidance

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/







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 Fre	quency:			
Employee ID:		Forename:			Surnam	ne:			
Effective Date: E	nd Date o	f Change:(if app)							
Reason for Chang	ge:								
Current Salary:									
One Off Payment	:(Please p	rovide details)							
			New Detail	s (only o	complete	fields that	are chan	ging)	
Establishment Ro	le ID:								
Business Team:									
Site: (Cost)									
Unit / Location: (/	Physical ba	ase)							
Function / Sub-fu	inction:								
Job Title / Role P	rofile:								
Reporting Manag	jer:								
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 / W	ork Sched	ule (Salaried):							
Cycle Sequence (Salaried S	hift Workers):							
Notice Period:									
Holiday Enititlement (Weekly):									
Holiday Entitlement Code (Monthly):									
Pro-rated Holiday	Balance fo	or Remainder of Ye	ar						
Is this role part of	collective	bargaining?							
Is colleague a Line	e Manager	?							
If Yes, Please list of manager replacing									
Comments:									





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BENEFITS					
	New Details				
Car Allowance:					
Private Healthcare:					
Bonus:					
Performance Share Plan:					
HR SHARED SERVICES US	SE ONLY:				

	Name	Date
New contract issued (if app)		
System changes made		
Payroll informed		

Payroll Use Only:			