

Employment Variation Form Guidance

It is important all EVF forms are completed correctly to enable the HRSS team to process the change on Open HR. 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.

We expect all fields to be completed prior to the EVF being sent to HRSS for processing and the following prompts below can assist you to ensure all the mandatory fields are completed. Your form may be rejected if the below criteria is not met, and a new one will need to be submitted.

HRSS will reject the case if the following is missing:

- Payroll number
- Unique Role ID
- Effective date of change
- Reason for change
- Function
- Sub function
- Role profile
- Department code
- Cost type
- Benefits outside of those approved for career band
- Missing approvals

Employment Variation Form



Complete for any employment changes and internal transfers. (ALL fields must be completed or the form may be rejected).
 If you are currently recruiting for this role via the TA Team please forward this form onto your TA Specialist. For all other changes where the TA Team is not involved, please submit this form directly to HR.SharedServices@greencore.com
 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:	
Payroll no:	Forename:	Surname:	
Please state ATR No: (if app)			
Is the change/new role in budget? <u>Unique Role No:</u>			
Career Band:			
Effective date:		End date of change: (if app)	
Reason for Change:			
One Off Payment: (Please provide details)			
	Current	New	
Business Area:			
Site: (Cost)			
Unit / Location: (Physical base)			
Function / Sub-function:			
Job Title:			
Role Profile: (STANDARD LIST ONLY - Salaried)			
Reporting Manager:			
Cost Centre:			
Department: (eg: UP24)			
Cost Type (Establishment):			
Salary / Hourly Rate:			
Shift Premium: (if app)			
Hours per week:			
Shift Pattern/Days Worked:			
Notice Period:			
Holidays:			
Does the colleague now manage a team or a different team? (Please provide names of direct reports)			

Payroll number is required to check we have the correct colleague (we do have duplicate payroll numbers and many colleagues with the same names)

Reason for change is required for authorisation, audit and to ensure the correct documentation is issued

Role profile is required to ensure this is an approved role within the new structure

The cost type or 'categorisation' is needed to also support the new org structure. (e.g. 'M&S, Direct, Indirect')

The Unique role number is required to enable us to maintain the new establishment (org structure)

The effective date (and end date if app e.g. FTC, secondment) is required to ensure the colleague is paid correctly and for the right period.

The Function/ Sub function is required to enable us to maintain the new organisation structure

Department code is required to ensure the salary is charged to the correct department

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BENEFITS

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

The benefits should be aligned to the relevant career band

IT

Please ensure that IT rights have been reviewed in line with this change

Will the above change impact IT access rights?	
If yes, has an INUR been raised with IT?	

APPROVAL

Please follow authorisation processes for your site or business unit, this form will not be processed without the necessary approval

	Print	Sign	Date
Reporting Manager			
Senior Manager			
Onsite HR Team (Head of HR for monthly remuneration changes)			

The EVF must contain the necessary approval (as per guidelines) or the ATR number before the HRSS team can process any changes.

Notes/Comments:

HR SHARED SERVICES USE ONLY:

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

Payroll Use Only: