

Mover Process

- It is imperative that employment changes are processed in a timely manner on OpenHR, for both payroll and IT security purposes
- OpenHR feeds information into other Greencore systems
- The employment variation form is available here: <https://hrss.greencore.com/services/colleague-employment-changes/>
- The employment variation form should be sent to HR.sharedservices@greencore.com (or can be entered directly through the HRSS portal [HRSS.Greencore.com](https://hrss.greencore.com))
- Payroll will not accept employment variation forms directly, they must be processed via HRSS

