

# Employment Variation



## Form

Complete for any employment changes and internal transfers.

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](mailto: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: <i>(if app)</i>             |  |
| Is the change/new role in budget?                |  |
| Effective Date:                                  |  |
| End date of amendment: <i>(if app)</i>           |  |
| Reason for Change:                               |  |
| One Off Payment: <i>(Please provide details)</i> |  |

|   | Current | New |
|---|---------|-----|
| Business Team:  |         |     |
| Site: <i>(Cost)</i>   |         |     |
| Unit / Location: <i>(Physical base)</i>   |         |     |
| Function / Sub-function:  |         |     |
| Job Title:  |         |     |
| Role Profile: <i>(if different)</i>   |         |     |
| Reporting Manager <i>(FLM)</i> :  |         |     |
| Cost Centre:  |         |     |
| Department: <i>(eg: UP24)</i>   |         |     |
| Grade:  |         |     |
| Salary / Hourly Rate:   |         |     |
| Shift Premium: <i>(if app)</i>  |         |     |
| Hours per week:   |         |     |
| Shift Pattern/Days Worked:  |         |     |
| Notice Period:  |         |     |
| Holidays:   |         |     |
| Does the colleague now manage a team or a different team? <i>(Please provide names of direct reports)</i> |         |     |

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### BENEFITS

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

### 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<br>(Head of HR for monthly remuneration changes) |       |      |      |

Notes/Comments:

### HR SHARED SERVICES USE ONLY:

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

Payroll Use Only:

# ATR – approval process

Upon receipt of the completed ATR a member of the talent acquisition team will contact the Hiring Manager to complete the Recruitment Briefing and upload all information onto TribePad - this will start the automated approval process as outlined below. Recruitment for the role will commence once it has been through the approval process successfully.

