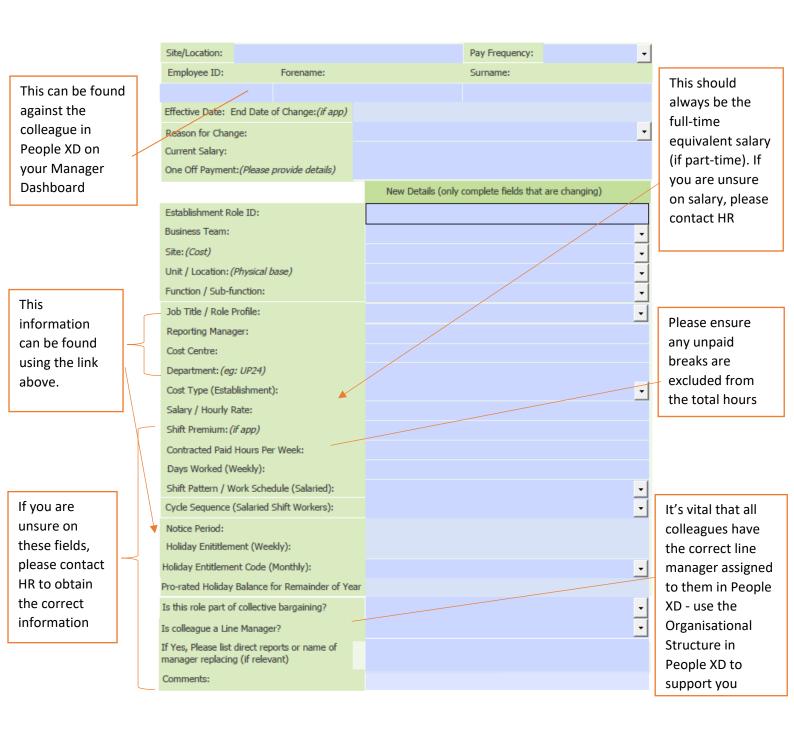
Employment Variation Form (EVF) Guidance

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 Frequency:	
Employee ID:	Forename:		Surname:	
Effective Date: End Dat	e of Change: (if app)			
Reason for Change:				
Current Salary:				
One Off Payment: (Pleas	se provide details)			
		New Details (only o	complete fields that	are changing)
Establishment Role ID:				
Business Team:				
Site: (Cost)				
Unit / Location: (Physical	nl base)			
Function / Sub-function	:			
Job Title / Role Profile:				
Reporting Manager:				
Cost Centre:				
Department: (eg: UP24))			
Cost Type (Establishme	nt):			
Salary / Hourly Rate:				
Shift Premium: (if app)				
Contracted Paid Hours I	Per Week:			
Days Worked (Weekly):				
Shift Pattern / Work Sch	nedule (Salaried):			
Cycle Sequence (Salarie	d Shift Workers):			
Notice Period:				
Holiday Enititlement (Weekly):				
Holiday Entitlement Code (Monthly):				
Pro-rated Holiday Balance	e for Remainder of Yea	r		
Is this role part of collect	tive bargaining?			
Is colleague a Line Mana	ger?			
If Yes, Please list direct r manager replacing (if rele				
Comments:				





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			New Details		
Car Allowance:					
Private Healthcare:					
Bonus:					
Performance Share Plan:					
HR SHARED SERVICES USE ONLY:					
		Name		Date	

	Ivallic	Date
New contract issued (if app)		
System changes made		
Payroll informed		
Payroll Use Only:		