Contract Change Checklist for Managers

Please ensure that the following information is provided to the Recruiter to raise the contract change on e-Recruitment:

- What type of change is taking place?
  - Change in hours
  - Extension to Fixed-Term Contract
  - Change from Fixed-Term to Open-Ended Contract
  - Special Responsibility Allowance
- Dates of contract change
- Current grade and point
- Working time (current and proposed)
- Charge code (cost centre, X account, Research grant)
- Dates and percentages for each charge code
- Confirmation of whether or not the role involves overseas working
  *Take HR advice where required*
- Is an extension to the Certificate of Sponsorship required?
- Has the business case and costing been approved (where applicable)?
  *This process will specific to each faculty but is normally required for all core funded posts. A business case should include the rationale for the contract change and details of financing*
- Which e-Recruitment approvers are needed? *see here*

Additional items for External Funding:

- If a business case is not required, have Research/Cross Cutting/Faculty Finance confirmed there are sufficient funds available on the project?
- If using bridging funding which project (URMS reference) will costs be transferred to during the bridging period?