# Change of Hours

**Purpose:**

This guide will show you how to make a **Change of Hours** for an employee in Your HR.

**How to Change an Employee's Hours**

Stage 1 - Amend Hours and Basis

- Your People > Search for the employee
- In the top left, change the date to the effective date of the change of hours
- From the links list at the bottom, select **Movers & Changes** > **Change to Hours**
- Select the required job position from the left hand side if the employee has more than one role
- Ensure the date shown is from when the hours change and click on OK. The Hours and basis screen will be displayed
- You need **Amend:**
    - **Contracted Hours**
    - **Annual weeks worked (only if required)**
    - **Employment is term time only (TTO):** if the employee is moving to term time only working (or vice versa) tick or untick this box as required
    - **Basis (e.g. full time to part time**)**:** If the employee works TTO select the relevant option according to whether they have elected to work TTO or if this is a requirement of the position
    - **Type:** if the employee is changing contract type
    - **Change reason:** select an appropriate reason from the drop down list
    - **End date for Temporary Change of Hours:** only enter this if the change is temporary.
    - Click on **Save**
    - The status will change to **awaiting authorisation**

- Click on the right arrow        to move to the next step in the process chain
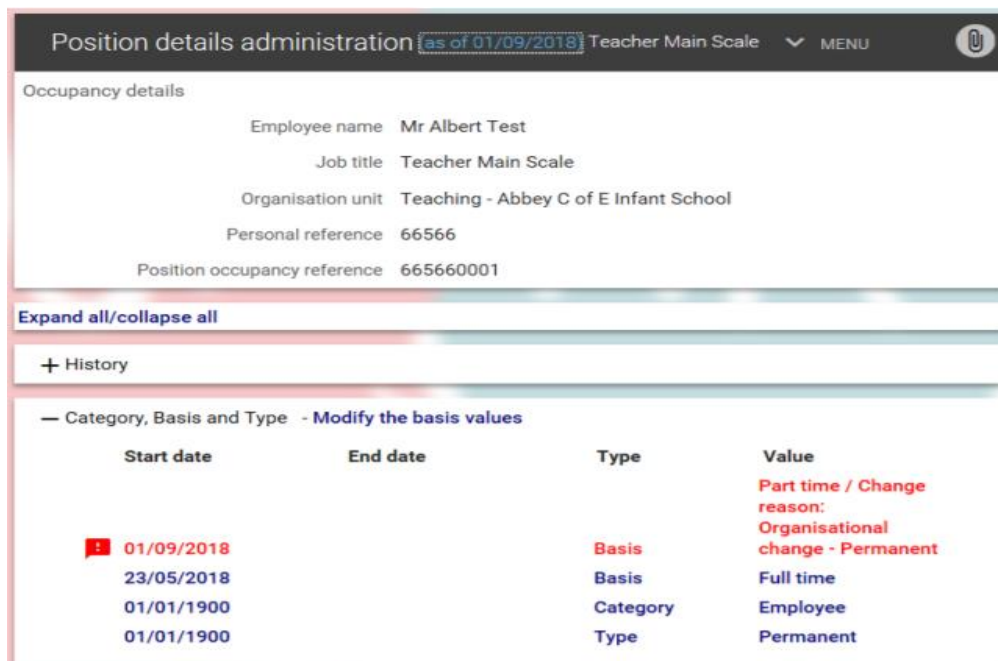
Stage 2 – Create New Working Pattern

- The patterns will be shown on the left hand side. Click on **Working Pattern.** The pattern details screen will be displayed.
- **Do NOT overwrite the existing working pattern details otherwise you will override the existing pattern which will affect absence and unpaid leave.**
- Click on **New**
- Enter:
  - **Level**: select the relevant position
  - **Type**: select Working Pattern
  - **Pattern**: search for the pattern by clicking on the magnifying glass, entering the contracted hours and clicking on the magnifying glass again
    **e.g. you would enter 30 to search for all 30 hour working patterns**. If you hover over a pattern name you can see the number of hours be worked each day.
    Select the correct pattern. If you cannot find the pattern you need then please raise a Task and ask for a new working pattern to be created
  - **Start day**: select the correct option. The day must correspond with the effective date of the change. E.g if the hours changed on Friday, 1st December 2017 then you would select 'Week 1 / Day 5'
    If they change on Monday, 11 December 2017 then you would select 'Week 1 / Day 1'
  - **-Start date:** enter the date for the change to the working pattern
  - Click **Save**

Stage 3
- The new working pattern will be shown on the left hand side. You can hover over the new and previous one to check the details. The previous pattern will show an end date
- Click on the right arrow ▶ to move to the next step in the process chain

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## FOR ACADEMIES USING IN SYSTEM AUTHORISATION ONLY

- The effective date box will be shown. Please ensure that this is set to the date of the change
- The position details administration screen is displayed:

- Click to expand all the links to ensure all the information has been entered correctly
- Once verified, click **Submit**.
- The following message will be displayed, *"You are about to submit the position details administration form, which will initiate the authorisation process. Are you sure you want to continue?"*
- Click **OK.**
- Finish the process chain by clicking ▶️ in the top right hand corner
- The following message will be displayed, *"The chain process has finished. Do you want to start a new one*?" Click on **OK** to action a change of hours for another employee or **Cancel**