



Change to Fixed Term Contracts

Purpose:

This guide is to be used if you are extending a Fixed Term Contract end date or making a Fixed Term Contract permanent.

Please note:

If the employee is being made permanent but in a different position, then you need to refer to the “Transfer Employee to a New Position” in the guide.

Amend Fixed Term End Date

Step 1

If an employee’s fixed term contract end date is being extended then the position end date and reason must also be reviewed and updated as well as the occupancy details

(E.g. the Position and the employee occupancy details should match so if the employee’s end date is extended then so should the position’s end date).

- Your People > Search for the required employee
- Click **Process Chains** from the links > Click **Amend Fixed Term Contracts**
- **Effective date** - Change this to the effective date of the change > Click OK
- Hours and Basis screen is displayed

Step 2

Please note: if the employee’s contractual hours are changing, you should use the Change to Hours process to make the change; which includes the working pattern screen, after you have completed this process.

- Only if the employee is being made permanent then amend the **‘Type’** field from Fixed Term to ‘Permanent’ and enter a reason for the change. Otherwise, no action is required
- Click save
- Click the  in the top right corner to proceed to the next step
- Occupancy details screen is displayed

Step 3

Please review:

- **Expected occupancy end date:** this is the fixed term contract end date. Amend this to change the end date or delete it if the employee is being made permanent in this position

- **Expected occupancy end reason:** this is the fixed term contract reason. Amend this if required or delete it if the employee is being made permanent in this position.

- Click save
- Click the  in the top right corner to proceed to the next step
- The Position Details screen will be displayed

Step 4

If the position is also expected to end when the employee's contract does then review the following otherwise, no action is required

- Amend the **Expected position End Reason** if required
- **Expected position end date:** amend the fixed term end date
- Click **Save**
- Click the  in the top right corner to finish the current chain process