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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **WORKING PATTERN FORM**  For use by Managers to notify HR and Payroll  of changes to an employee’s work pattern. | | | | | | | | |
| **PART A** | | EMPLOYEE DETAILS  **Parts A to B must be completed at all times** | | | | | | | | | |  | |
| Name: | |  | | | | | | | | Pay Number: |  | | |
| Current Post Title: | |  | | | | | | | | Place of Work: |  | | |
| Reporting Manager: | |  | | | | | | Position Reference for Reporting Manager\*: | | |  | | |
| \*If you are the line manager you can find your position number by logging in to MyHR, selecting Employment from the menu at the top of the screen and clicking the tile for your current position. If one of your direct reports is the line manager you can find their position number by logging into Manager Self Service in iTrent, selecting the employee and clicking on the position title in the Employment tile at the top right of the front screen. Position numbers will always start with a J | | | | | | | | | | | | | | |
| **PART B** | EFFECTIVE DATE OF CHANGE | | | | | | | | | | | |  | |
| Start Date: |  |  |  |  | |  |  | |
|  | | | | | | | | | | | | | | |
| iTrent holds details of employees working patterns and it is essential that the table below is completed for **all changes in working hours or working pattern** (with the exception of sessional staff in Education and staff in residential settings in Social Policy). **Please only complete the number of weeks the working pattern rotates over** | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Working Pattern Start Date** | | |  | | | | Please note the hours in decimals per day in each column | | | | | | **Working Pattern Week ie 1** | | |  | | | | | **Working Pattern start day ie Mon** | | |  | | | | |  | **Mon** | **Tues** | | **Wed** | **Thurs** | **Fri** | | **Sat** | **Sun** | **Total** | | **Week 1** |  |  | |  |  |  | |  |  |  | | **Week 2** |  |  | |  |  |  | |  |  |  | | **Week 3** |  |  | |  |  |  | |  |  |  | | **Week 4** |  |  | |  |  |  | |  |  |  | | **Week 5** |  |  | |  |  |  | |  |  |  | | **Week 6** |  |  | |  |  |  | |  |  |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Reason for Change: | | | | | | | | | | | | | | |

**AUTHORISED BY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | Signature: |  | |
| Post Title: |  | | Date: |  | |
|  |  | | | |  |
| FOR HR USE ONLY | | | | | |
| HR Operations | | Payroll Calculations | | | |