

# Variation to Contract (Non-Students)

Requests for changes to normal appointments which have an impact on pay should be actioned through the College’s online recruitment system at [Jobs at Royal Holloway](https://jobs.royalholloway.ac.uk/). This includes changes in hours (increase and decrease), cost codes, conversion to permanent and extensions**. Extensions or variations to casual and variable contracts should be made using this form i.e. hourly paid teaching staff.**

|  |  |
| --- | --- |
| Department |  |
| Title |  |
| First name |  |
| Surname |  |
| Payroll number (if previously engaged) |  |
| Job title |  |
| Post Number |  |
| Is the individual working on a visa | Yes/No – if yes please provide details on end date and type of visa |
| Nature of change  Please indicate as appropriate | ⬜ Extension  ⬜ Change in hours  ⬜ Line Manager  ⬜ Post title  ⬜ Change of cost code  ⬜ Other |
| Please provide reason and details of request |  |
| Start date of change |  |
| End date of change |  |
| Cost code |  |
| Hourly pay rate |  |
| Post number (if known) |  |

\* Please refer to the Student Worker Process if you are engaging students for any type of work

This form and associated documents, where applicable, should be scanned and submitted to your Human Resources Assistant a minimum of 10 working days prior to the effective date of the change. Where the change relates to Hourly Paid Teaching Staff please submit the form to [HourlyPaidTeaching@rhul.ac.uk](mailto:HourlyPaidTeaching@rhul.ac.uk).

Name and Signature:……………………………………………………………………Date ……………………...

Head of Department/Departmental Manager or their nominee