

## 4 Changing Hours

- 1. Select the Hours and Basis form from the Position menu
  - Authorisation history
  - 🖅 Position details
  - 🖅 Occupancy details
  - 🖅 Salary details
  - 🖅 Payscale values
  - Hours and basis
  - 🖅 Position transfer
  - 🖅 Inheritance chart
  - 🖅 History

## 2. The Hours and Basis form will be displayed

Hours and basis : Clerk (Permission to Fill granted)	
Contractual Hours	37.00
FTE hours	37.00 II
Post budgeted hours	37.00 👖
Annual weeks worked	52.25 I
Category Office Supp	port/Secretarial 💽 🕺
Basis Established	d - Permanent 💌 🧏
Type Assistant C	cs 💽 🔀
Change reason	¥
FTE details	
Override FTE calculation No override	e 🔽
FTE value 1.00	
	Save

- 3. Enter the required changes to Contractual Hours.
- 4. Select a change reason where applicable

Change reason		
FTE details Override FTE calculation FTE value	Career Break Scheme Flexible working Graduated Return - Maternity Graduated Return - Sickness Organisation change Unpaid Leave of Absence	

5. Click the Save button