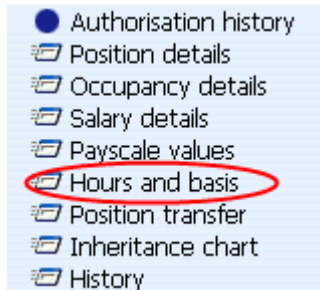


4 Changing Hours

1. Select the Hours and Basis form from the Position menu



2. The Hours and Basis form will be displayed

Hours and basis : Clerk (Permission to Fill granted)	
Contractual Hours	<input type="text" value="37.00"/> II
FTE hours	<input type="text" value="37.00"/> II
Post budgeted hours	<input type="text" value="37.00"/> II
Annual weeks worked	<input type="text" value="52.25"/> II
Category	Office Support/Secretarial X
Basis	Established - Permanent X
Type	Assistant CS X
Change reason	<input type="text"/>
FTE details	
Override FTE calculation	<input type="text" value="No override"/>
FTE value	1.00
<input type="button" value="Save"/>	

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

Change reason	<input type="text"/>
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 button