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

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

5. Click the Save button