

**Outcome of Contract Review Date**

**Please complete and submit to InfHR (**[**infhr@inf.ed.ac.uk**](mailto:infhr@inf.ed.ac.uk)**) for processing. Please keep in mind payroll cut off dates.**

|  |  |
| --- | --- |
| **Section One: Employee’s detail** | |
| Employee’s name |  |
| Employee’s assignment number |  |
| Grade | Choose an item. |
| Current end date | Click or tap to enter a date. |
| Contractual hours |  |
| Job title |  |
| **Section Two: Purpose of this form** | |
| Please select the purpose of this form | Choose an item. |
|  | Choose an item. |
| 1. **Extending Fixed Term End Date** | |
| Revised end date | Click or tap to enter a date. |
| Fixed term code | Choose an item. |
| Comments |  |
| 1. **Extending Activity Cease Date** | |
| Current activity cease date | Click or tap to enter a date. |
| Revised activity cease date | Click or tap to enter a date. |
| Reason for revised end date |  |
| 1. **Increase/Decrease in Hours** | |
| New contractual hours per week |  |
| Work pattern  Paste Work Schedule format here from [Work Schedule Calculator](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)) |  |
| Start date of change | Click or tap to enter a date. |
| End date of change (if temporary) | Click or tap to enter a date. |
| Justification for change |  |
| **Section Three: Charging Codes** | |
| Charging codes need changed | Choose an item. |
| *If answer is yes please ensure a Form 13 is submitted at the same time* | |
| **Section Four: Authorised By** | |
| Authorised by |  |
| Job title |  |
| Date | Click or tap to enter a date. |
| Comments |  |