



HR103 (a) Temporary Appointment

This form should be used for Permanent Employees on a Temporary Appointment in line with the provisions of circular 17/2013. For periods of less than 3 months no payment is due. Please complete in Block Capitals/Tick appropriate boxes.

Format date fields as DDMMYYYY

Section 1. Employee Details															
Surname:							First Name:								
Personnel No:							PPS No:								
Section 2. Period of Temporary Appointment															
From date							End date								
If this is an extension of Temporary Appointment, was the initial period > 3 months: Yes <input type="checkbox"/> No <input type="checkbox"/>															
If no, will the total period including the extension now be > 3 months: Yes <input type="checkbox"/> No <input type="checkbox"/>															
Initial start date if this is an extension:							Date:								
Reason for Temporary Appointment (tick the relevant one)															
Cover Planned Leave <input type="checkbox"/>				Cover Unplanned Leave <input type="checkbox"/>				Permanent Vacancy <input type="checkbox"/>							
Section 3(a) Temporary Appointment Position Details															
Position No							Grade								
Pay Scale Type				Pay Scale Group				Annual Salary							
Pay scale level				Cost Centre				Payroll Area							
Personnel Area				Contract Type				Indf Dur T&C 06/2014							
								Spec Purp T&C 06/2014							
Incremental date of Temporary Appointment position							Date:								
Section 3(b) Temporary Appointment Position Details for backfill positions															
Position No							Grade								
9							0								
Reason for Temporary Appointment (tick the relevant one)															
Maternity Leave Relief <input type="checkbox"/>				Career Break Relief <input type="checkbox"/>				Sick Leave Relief <input type="checkbox"/>				Annual Leave Relief <input type="checkbox"/>			
Pay Scale Type				Pay Scale Group				Annual Salary							
Pay scale level				Cost Centre				Payroll Area							
Personnel Area				Contract Type				Indf Dur T&C 06/2014							
								Spec Purp T&C 06/2014							
Incremental date of Temporary Appointment position							Date:								
I confirm that I have contacted my OM Administrator to create the relevant backfill position (Prefix 9). <input type="checkbox"/>															

Section 4. Planned Working Hours:

Work Schedule Rule (Code)* Please contact your local HR/Payroll office for list of available codes				
Standard Hours of the Higher Post:		Contracted Working Hours of Higher Post:		
Start Week of Rotational Roster		Working Week (tick the relevant one)	5 over 5 (Mon – Fri)	5 over 7 (Mon-Sun)

Section 5. Allowances

Complete this section if the contract change results in the payment / cessation of an allowance (otherwise allowances currently payable will continue to be paid).
Attach supporting documentation if appropriate

Allowance	Amount/Unit	Effective Date <small>FORMAT DATE FIELD AS DDMMYYYY</small>	Pay Allowance	Cease allowance payment	Wage type/ Pay Code

Section 6. Line Managers Declaration

I declare that the above information is accurate and correct on the date indicated below and that the appointment conforms with the provisions of circular 17/2013 & guidance document.

Name:	Grade:									
Signature:	Date									
Contact Phone No:	Mobile Phone No:									
E-mail Address:										

Section 7. Employees Declaration

I accept the temporary appointment as detailed above. I understand and accept that as this appointment is for a fixed term and a specific purpose and that the Unfair Dismissals Act 1977 will not apply to the termination of this temporary appointment.

Signature:	Date:									
Name:	Grade:									
Contact Phone No:	Mobile No:									
e-mail address:										

Section 8. Delegated Officer / HR Manager Approval

Name (Print)	Signature									
Tel No.	Date :									
Decision No.										

Section 9. To be completed by Human Resources, Personnel Administration

System Updated By (Name):										
Grade:	Date									
Comments:										

Section 10. Payroll Interface (Sap Phase I specific)

Location:	Wage Type:									
Payroll Area:	Employment Signal:									
Payroll Area Change Details:	Date:									
System updated by:	Name:									