# Variation/Extension to Employment Contract Form (VEEC)

**All forms should be signed by Finance/ Research Finance.**

***\*If the post is externally funded the completed form should be sent to Head of HR Business Partnering for approval.***

***\*If the post is to be funded by Development Trust, Discretionary or Core Funds please contact the relevant HR Adviser ahead of sending for approval.***

|  |  |
| --- | --- |
| **EMPOYEE NAME** |  |
| **EMPLOYEE ID NUMBER** |  |
| **REASON FOR CHANGE** | Choose an item. |
| **CHANGES TO BE IMPLEMENTED WITH EFFECT FROM** | Click or tap to enter a date. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CURRENT** | | | | **REVISED** | | | |
| **LINE MANAGER/ PI** |  | | | |  | | | |
| **POST TITLE** |  | | | |  | | | |
| **SCHOOL/DIVISION/INSTITUTE** | Choose an item. | | | | Choose an item. | | | |
| **FTE VALUE/NO HOURS** |  | | | |  | | | |
| **GRADE** | Choose an item. | | | | Choose an item. | | | |
| **SPINAL POINT** |  | | | |  | | | |
| **SALARY (100%)** |  | | | |  | | | |
| **START DATE** | Click or tap to enter a date. | | | | Click or tap to enter a date. | | | |
| **CONTRACT END DATE** | Click or tap to enter a date. | | | | Click or tap to enter a date. | | | |
| **FUNDING BODY** |  | | | |  | | | |
| **PROJECT TITLE** |  | | | |  | | | |
|  |  | | | | **TOTAL COST OF EXTENSION** | |  | |
|  | | | | | | | | |
| **LEDGER CODE** | ACCOUNT CODE | COST CENTRE | SUB-PROJECT | % CHARGE | ACCOUNT  CODE | COST CENTRE | SUB-PROJECT | % CHARGE |
|  |  |  |  |  |  |  |  |
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| **Additional information e.g. Reason for/ Detail of Change(s):** | | | | | | | | |

|  |  |
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| **AUTHORISATION BY FINANCE/Research Finance** | |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **AUTHORISATION BY DIRECTOR OF SECTION/ HEAD OF SCHOOL (N/A for Externally funded Posts)** | |
| **Name** |  |
| **Signature** |  |
| **Date** |  |