

SHARED SERVICES CENTRE USE ONLY - Initials / Date			
NI No.			
SAP			
Letter			
Org		LG %	

## ADJUSTMENT FORM



If an employee is moving from a relief post to either an established or fixed term post the appropriate new appointment form needs to be completed

Employee name		Employee no	
School		School DfE no	
Current job title			

### Adjustment Details

Effective date		Does this initiate a change in job	Yes No	If yes, please complete the new job title & benchmark details (Single Status only)
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New job title				
Job family		Benchmark ref		JE points

	Previous details	New details
<b>Increase or decrease in hours</b> Non single status only - Please provide names & hours for pupil/s where Special Needs Teaching Assistants hours are changing.		
<b>Change to salary</b> Please indicate pay point & FTE salary		
<b>Change to weeks</b>		
<b>Extension of existing fixed term contract</b> Please indicate dates and state reason below		
<b>Change to personal details</b>		
<b>Other - specify</b>		

**Full details of and/or reason for change –** Please also provide any instructions specific to your school

***Please note – the cessation of any temporary contracts or variations will require the submission of the appropriate Leaver or Adjustment Form.***

Headteacher signature		Date	
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Please upload onto Perspective Lite or Sharepoint, alternatively return to:  
 Traded Team, HR Services, County Hall, Derbyshire, Matlock, DE4 3AG  
 If you have any queries about completing this form, please email [traded@derbyshire.gov.uk](mailto:traded@derbyshire.gov.uk)