

Author: Business Process Co-ordinator	Document ID FM100011			
Approved by: State Manager, RETS	Version: 2.6			
Modified: 24 November 2014	Published: 2 November 2011			

Health Organisation							
CCLHD	MNCLHD	NSLHD	SCHN	AWH	NSWHP		
FWLHD	MLHD	SESLHD	SLHD	EHNSW	Other:		
HNELHD	NBMLHD	SWSLHD	WNSWLHD	HSNSW			
ISLHD	NNSWLHD	SNSWLHD	WSLHD	JHFMHN			

## **EMPLOYMENT DETAILS CHANGE FORM**

For Hours/Co	sting/Pay	Cycles /Cla	ssificat	ion/ S	alary	and of	ther c	hange	es to Employ	ees A	ssignment
Assignment Number						-			]		
Number					<u> </u>				J		
		Γ				T				I	
Surname							n Nam				
Position Number (Ma	andatory)					Posit	ion Ti	tle			
Location/Facility (Ma									act Ph No		
Effective From Date (DD-MMM-YY)								o Date ) (or 0	e Ongoing)		Ongoing
			C.D	C I-		☐ NS	SWH P	ay Cyc ay Cyc	le 1		CP Pay Cycle 1 CP Pay Cycle 2
<b>Employment Chan</b>	ges	Cnange	e of Pay	Cycle	•				ie 2 nd of New Pay		
[	_ CHANG	GE OF CLAS	SIFIC	ATIO	N (Gra	ade/Sa	alary)	– Plea:	se complete th	he bel	ow
	Current D	etails							New D	etail	s
Classification							ficatior	1			
Salary (Health Mgr only)	\$ (Annual)					Salary (Healt	, :h Mgr	only)	\$ (Annual)		
		CH/	ANGE O	)F AS	SIGN	MENT	CATI	EGOR	Y		
Current	Assignm	ent Catego	ory					Ne	w Assignme	ent C	Category
Full Time Part Time Casual	=	ime Reduced ime Reduced				Pa	ıll Time art Tim asual		_		uced Hours duced Hours
Hours per week:						Hours	per w	eek:			
Meal Break:		mins (standa	lard is 30 mir	ns)		Meal E	Break:		m	ins	(standard is 30 mins)
							ent Typ	pe: Only)	ADO Flevible	Post	er Pattern
					L	(run .	IIIICIS	Ulligy	I IEVIDIC	NUSU	er rattern
					ľ	Nurso	es Onl	ly:			All Employees:
						Non-Shift Worker					
					-						
		(	CHANG	E OF	ROS1	TER IN	ISTAI	NCE			
Rostered v	<b>ria:</b> Roster On		ame of R	Roster S	System	n Instan	ice:	_			

CHANGE OF ROSTER INSTANCE				
Rostered via: ProAct Roster On Kronos Health Roster Romulus	Enter Name of Roster System Instance:  Roster Cost Centre (If different from Position Cost Centre):			



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ADDITIONAL ROSTER INSTANCE (if required)						
Rostered via:  ProAct Roster On Kronos Health Roster Romulus  Enter Name of Additional Roster System Instance:  Roster Cost Centre (If different from Position Cost Centre):						
PROPORTION COSTING						
	Must Equal 100% -					
<b>Cost Centre Details</b>		Effective Date (DD-MMM-YY)				
Cost Centre		Proportion	%			
Cost Centre		Proportion	%			
Cost Centre		Proportion	%			
Cost Centre		Proportion	%			
Cost Centre		Proportion	%			
Cost Centre		Proportion	%			
•		Total:	100 %			

Employees signature:	Date (DD-MMM-YY)	
Managers Signature:	Date (DD-MMM-YY)	
Managers Name: (Please Print)	Manager's Full Contact Number	

All internal procedures, including necessary approval and sign off, must be completed. If you are unsure of your Local Health District (LHD) internal procedures, please contact your LHD.

Please note: It is the responsibility of the LHD to ensure all internal LHD

procedures have been followed

## \*\*\* Please follow your internal Local Health District procedures to forward forms \*\*\*

Service Centre Email: Fax:
HealthShare NSW contact details: Newcastle HSNSW-Newcastle.StaffLink@health.nsw.gov.au (02) 4041 7878
Parramatta HSNSW-Parramatta.StaffLink@health.nsw.gov.au (02) 9685 3869