

Change of Work Function or Field of Research

Employee Details

Name <input style="width: 95%;" type="text"/>	Staff Number <input style="width: 95%;" type="text"/>
Faculty/Division/Office <input style="width: 95%;" type="text"/>	School/Section/Centre <input style="width: 95%;" type="text"/>

New Work Function or Field of Research Details

Effective Date for Change

Work Function

Field of Research Code 1 <input style="width: 95%;" type="text"/>	FOR 1 % <input style="width: 50px;" type="text"/>	Field of Research Code 2 <input style="width: 95%;" type="text"/>	FOR 2 % <input style="width: 50px;" type="text"/>
Field of Research Code 3 <input style="width: 95%;" type="text"/>	FOR 3 % <input style="width: 50px;" type="text"/>		

Comments

Authorisation

I authorise this change in work function and/or field of research

Head of School	Name	Signature	Date
Executive Dean	Name	Signature	Date

Acceptance

I accept this change in work function and/or field of research

Employee	Name	Signature	Date
-----------------	------	-----------	------

HR Use Only

Work Function: <input type="checkbox"/> Occupancy updated (start reason is XW)	Processed by <input style="width: 150px; height: 20px;" type="text"/>
Field of Research: <input type="checkbox"/> Updated in FC028 (ensuring previous record is ended)	