

## Manual Change an employment contract

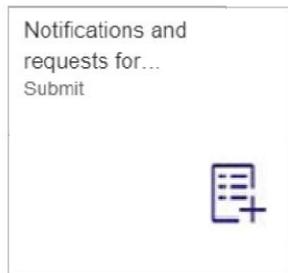
Below you can read how to make a change in an employment contract. Supervisors, operational managers and assistants can use this form. The employee and the supervisor will receive an email confirmation of the change. A new letter of appointment or addendum is generated and filed in the employee's digital file. You can make the following changes:

- continue an employment contract
- transfer to another department
- change in job
- change in salary
- change in FTE
- change in the distribution of costs
- change in a fixed allowance

You can combine multiple changes, as long as they have the same start date. You cannot combine a change in job with a temporary extension. Make sure to keep the necessary details such as job profile, FTE and salary at hand.

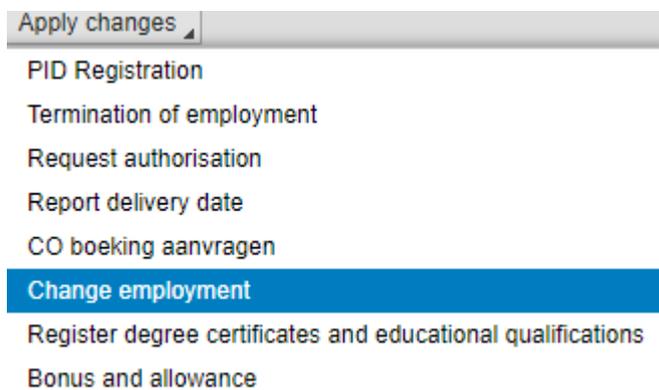
Log in to the [DSPE](#) using your AUAS ID.

### Step 1



Under the Personnel tab, click on the **Team** tile or the **Notifications and requests for employee – Submit** tile and select an employee

### Step 2



Under Apply changes, select Change employment

### Step 3

In the screen that opens, the employee's employment details are already filled in.

Select the start date and click on Enter form. Now the various options appear.

## Step 4a

**Employment**

Continue/convert:

Employment type \*:

If you want to continue or convert an existing employment contract, check the box and fill in the required field(s).

If it's a continuation of an employment contract also fill in the end date.

## Step 4b

**Organisational details**

Organisational change:  None  
 Transfer to another department with(out) change in position  
 Transfer within own department to another staff position  
 Job change within the same staff position

Select new supervisor \*:

Name of new supervisor:

What should happen to the old staff position \*:

If you want to transfer an employee, tick the box and select the new supervisor with the search help  Also enter what you want to do with the old staff position. After submitting the form it will show up in the Work list personnel of the new supervisor, who then adds the correct staff position to complete the change.

## Step 4c

**Organisational details**

Organisational change:  None  
 Transfer to another department with(out) change in position  
 Transfer within own department to another staff position  
 Job change within the same staff position

New staff position \*:

What should happen to the old staff position \*:

Employee subgroup \*:

If you change a staff position, you select the new position and also indicate what you want to do with the now vacant position.

## Step 4d

### Organisational details

Organisational change:

- None
- Transfer to another department with(out) change in position
- Transfer within own department to another staff position
- Job change within the same staff position

Employee subgroup \*:

New job \*:

00041

If a job changes, enter the employee sub group and the new job. If necessary use the search help .

### Step 4e

#### Salary details

Change salary:

Maximum scale/grade:

Job rating (scale) \*:

Grade \*:

Next raise:

Salary is always matched with a job profile. If there's a change in job (profile), enter the grade and the date of the next raise. It's also possible to enter an extra grade when no other changes are applicable.

### Step 4f

#### FTE

Change FTE:

Temporary change:

Current working hours p/w:

New working hours p/w \*:

week	Monday	Tuesday	Wedne...	Thursday	Friday	Saturday	Sunday	total
1	8,00	0,00	0,00	0,00	0,00	0,00	0,00	8,00

 Add week  Delete week  Start again

week	Monday	Tuesday	Wedne...	Thursday	Friday	Saturday	Sunday	total
1	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

For a permanent change in FTE, enter the new working hours per week and fill in the new work schedule.

## Step 4g

**FTE**

Change FTE:

Temporary change:

End date (up to and including) \*: 31.12.9999

Current working hours p/w: 8,00

New working hours p/w \*: 0,00

Reason for temporary extension:

week	Monday	Tuesday	Wedne...	Thursday	Friday	Saturday	Sunday	total
1	8,00	0,00	0,00	0,00	0,00	0,00	0,00	8,00

week	Monday	Tuesday	Wedne...	Thursday	Friday	Saturday	Sunday	total
1	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

For a temporary change in FTE, enter the end date and fill in the new working schedule. If it's a decrease in hours, upload a copy of the (partial) resignation letter at the bottom of the page. Always fill in the reason for the extension, which should also indicate the temporality.

## Step 4h

**Distribution of costs**

Change distribution of costs:

Distribution of costs	Start date	End date
	28.02.2018	28.02.2019

WBS	Description	Percentage
R.2110.0001	BA – college of law	100,00

Here you can enter a new cost distribution, or change or end an existing one. See the manual for distribution of costs for more details.

## Step 4i

**Compensation**

Adjust allowance:

 New allowance

Compon...	Allowance	Amount	Start date	End date	Scale	Grade
	▼	0,00			▼	

**Financial coverage**

Extra financial approval is required:

If you want to change or grant a new allowance, check the box and select the desired allowance. Enter the end date (if applicable) and the amount. If extra financial approval is needed, check the box and select the budget ( F mandate) holder.

### Step 5

**Change employment**

 Check |  Send |  Save draft

In the upper left corner always click on Check first before sending the form.

The form will now be processed.

First, the operational manager will check the form (unless (s)he is the person that filled in the form. If you have selected the Advice option, the form will first appear in the Work list of the person you selected, and will then be sent to the operational manager (tab Work list personnel), who forwards it to HR for advice, to budget holder(s) if there is a distribution of costs, the F mandate holder if you asked for financial advice and the P mandate holder for the final agreement.

The PSA will check the form if another change for this employee is already scheduled.