POST AND CONTRACT MANAGEMENT FORM

Please refer to the guidance notes for advice on completing this form [**[click here]**](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=64174)

Any requests for new vacancies should be submitted via [**Jobtrain**](https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/new-recruiting-the-right-people/preparing-to-recruit/online-vacancy-creation-and-approval/)

A **separate** form will be required for each **individual** employee.

|  |  |
| --- | --- |
| Reference number (IF APPLICABLE) |  |
| Manager (School/Directorate/Institute contact) |  |
| Email address |  |

Tick the appropriate box(es) and complete the relevant section(s):

|  |  |  |
| --- | --- | --- |
| Make a **Post Funding Change** |  | **Please complete Section 1** |
| **Extend a Fixed-Term Contract**  Make **Change to a Contract** |  | **Please complete Section 2** |

# SECTION 1 - MAKE A POST FUNDING CHANGE (INCLUDING I&E) (previously Section 2)

When requesting a funding change as part of an extension to a fixed-term contract, or any other change where this is necessary, please complete the funding details in Section 1 in addition to the change details in **Section 2**.

# CURRENT/EXISTING POST DETAILS:

|  |  |  |  |
| --- | --- | --- | --- |
| Post title |  | | |
| Grade |  | | |
| Faculty (Level 2) |  | Faculty/School/Directorate/Institute  (Level 3) |  |
| Division/Department (Level 4) [code and description] [click here] |  | Sub-division (Level 5) [Code and description] |  |
| FSR HESA Cost Centre |  | | |
| Employee name |  | | |
| Employee number |  | Post number |  |
| Why is this change required? |  | | |

**NEW FUNDING DETAILS**

**NOTE:** The funding percentage must total 100% for ALL periods. The I&E code should match the occupancy type.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Funding/Activity code | I&E code | Task (for all R or P codes) | Funding % | HESA source of funding | Dates | | |
|  |  |  |  |  |  | to |  |
|  |  |  |  |  |  | to |  |
|  |  |  |  |  |  | to |  |
|  |  |  |  |  |  | to |  |
|  |  |  |  |  |  | to |  |
|  |  |  |  |  |  | to |  |
|  |  |  |  |  |  | to |  |

# SECTION 2 - EXTEND A FIXED-TERM CONTRACT/MAKE ANY OTHER CHANGE TO AN

**EXISTING CONTRACT (Previously Section 3)**

If you are requesting an extension to a fixed-term contract or any other change to an existing contract and this necessitates a funding change, please complete the funding details in Section 1 in addition to the change details in **Section 2**.

# CURRENT/EXISTING POST AND CONTRACT DETAILS:

|  |  |  |  |
| --- | --- | --- | --- |
| Post title |  | | |
| Grade |  | | |
| Faculty (Level 2) |  | School/Directorate/Institute  (Level 3) |  |
| Division/Department (Level 4)[code and description] [**[click here]**](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37080) |  | Sub-division (Level 5) [Code and description] |  |
| FSR HESA Cost Centre |  | | |
| Employee name |  | | |
| Employee number |  | Post number |  |
| Position status  (e.g. Perm/Fixed-term/Secondment) |  | FTE hours (also express as a %)  (specify if hours are annualised) |  |
| Line Manager name |  | Line Manager  Employee Number |  |

**EXTEND A FIXED-TERM CONTRACT**

|  |  |  |  |
| --- | --- | --- | --- |
| Current projected end date |  | Revised projected end date |  |
| Period of extension  (months/years) |  | Reason for extension  (e.g. additional funding) |  |

**MAKE ANY OTHER CHANGE TO AN EXISTING CONTRACT** (e.g. hours/FTE/weeks per year, position status, occupancy type )

|  |  |
| --- | --- |
| Nature of change |  |
| Change from |  |
| Change to |  |
| Effective date |  |

If the nature of the change in Section 2 relates to a contract conversion (e.g. from Academic Teaching to Academic Teaching and Research, or Research to Academic Teaching), the funding I&E code should also be changed to reflect this (Section 1). Funding authorisation should be considered when increasing hours.

Please consider whether the employee is subject to any restrictions due to an existing employment visa when requesting changes to working hours/end dates.

Please ensure that **ALL** relevant sections of the form are complete before requesting authorisation.

Authorisation should be sought before forwarding to People and Organisational Development. Incomplete documentation may lead to a delay in processing.

The PCM form is valid for use for **up to six months** from the date of the **final authorising signatory**. After this time, renewed authorisation will be required and, in such cases, reference to the original documentation will be necessary.

# AUTHORISING SIGNATORIES

To authorise the change required, the end approver, as documented in the Post Approval Matrix below, authorises after discussion with Head of Finance (Finance Budget Check documented below). Local processes apply, e.g. if outside of budget, there may be a requirement to submit to VRG in advance of approval.

You can find a copy of the Post Approval Matrix **here**.

**FINANCE Approval for all Request Types**

|  |  |  |
| --- | --- | --- |
| **Print Name** | **Signature** | **Date** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff post category** | | **Request Type** | | | |
| **Like for Like**  (Including replacement of external funded staff member) | **In Budget**  (No financial implication including replacement of external funded staff member) | |  |
| **Academic Faculty Based**  (Including Academic, Teaching, Clinical and Split funded Research, excluding full PS funded roles) | **G5**  **To**  **G9** | **School Executive - Head of School, Head of School Operations or Head of Faculty Function**   |  |  | | --- | --- | | **Print Name** |  | | **Signature** |  | | **Date** |  | | | | **Director of Faculty**  **Operations/Dean**   |  | | --- | | **Print Name** | |  | | **Signature** | |  | | **Date** | |  | |
| **Research Funded within Faculty**  (Including PS Research funded roles) | **G1**  **To**  **G9** | **School Executive - Head of School, Head of School Operations or Head of Faculty Function**   |  |  | | --- | --- | | **Print Name** |  | | **Signature** |  | | **Date** |  | | | | **Director of Faculty Operations/Dean**   |  | | --- | | **Print Name** | |  | | **Signature** | |  | | **Date** | |  | |
| **Professional Services**  (Within Faculty and Central Directorates including PS Split Funded roles) | **G1**  **to G8** | **Head of School Operations (School) Head of Organisational Unit**   |  |  | | --- | --- | | **Print Name** |  | |  |  | | **Signature** |  | |  |  | | **Date** |  | |  |  | | |  | **PSLT Director (Faculty Offices & Central Directorates)**   |  | | --- | | **Print Name** | |  | | **Signature** | |  | | **Date** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Request Type** | | | |
| **Change not in budget**  (Financial Implication)  Including year on year cost e.g. replacement of a FTC with Perm where only FTE budgeted, recruiting Full Time where Part Time budgeted, etc.  New external funded roles | | **Grades 1 to 8**  **& all Grade 9** |  |
| **Professional Services**  (Within Faculty and Central Directorates including PS Split Funded roles) |  | **PLST Director (Faculty Offices & Directorates)**   |  |  | | --- | --- | | **Print Name** |  | | **Signature** |  | | **Date** |  | | | |  |
|  | **RSCOO**   |  | | --- | | **Print Name** | |  | | **Signature** | |  | | **Date** | |  | | | |
| **Notes/Additional Comments**  This can relate to any section and can include justification for sections 1 and 2. | | |  | | |