

POST AND CONTRACT MANAGEMENT FORM

Please refer to the guidance notes for advice on completing this form [\[click here\]](#)

Any requests for new vacancies should be submitted via [Jobtrain](#)

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	<input type="checkbox"/>	Please complete Section 1
Extend a Fixed-Term Contract Make Change to a Contract	<input type="checkbox"/>	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]		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		Director of Faculty Operations/Dean										
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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		Director of Faculty Operations/Dean										
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Professional Services (Within Faculty and Central Directorates including PS Split Funded roles)	G1 to G8	Head of School Operations (School) Head of Organisational Unit		PSLT Director (Faculty Offices & Central Directorates)	
		Print Name		Print Name	
		Signature		Signature	
		Date		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)	G1 to G8	PLST Director (Faculty Offices & Directorates)	
		Print Name	
		Signature	
	Date		

Professional Services (Within Faculty and Central Directorates including PS Split Funded roles)	G1 to G8	RSCOO	
		Print Name	
		Signature	
		Date	

Notes/Additional Comments This can relate to any section and can include justification for sections 1 and 2.	
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