

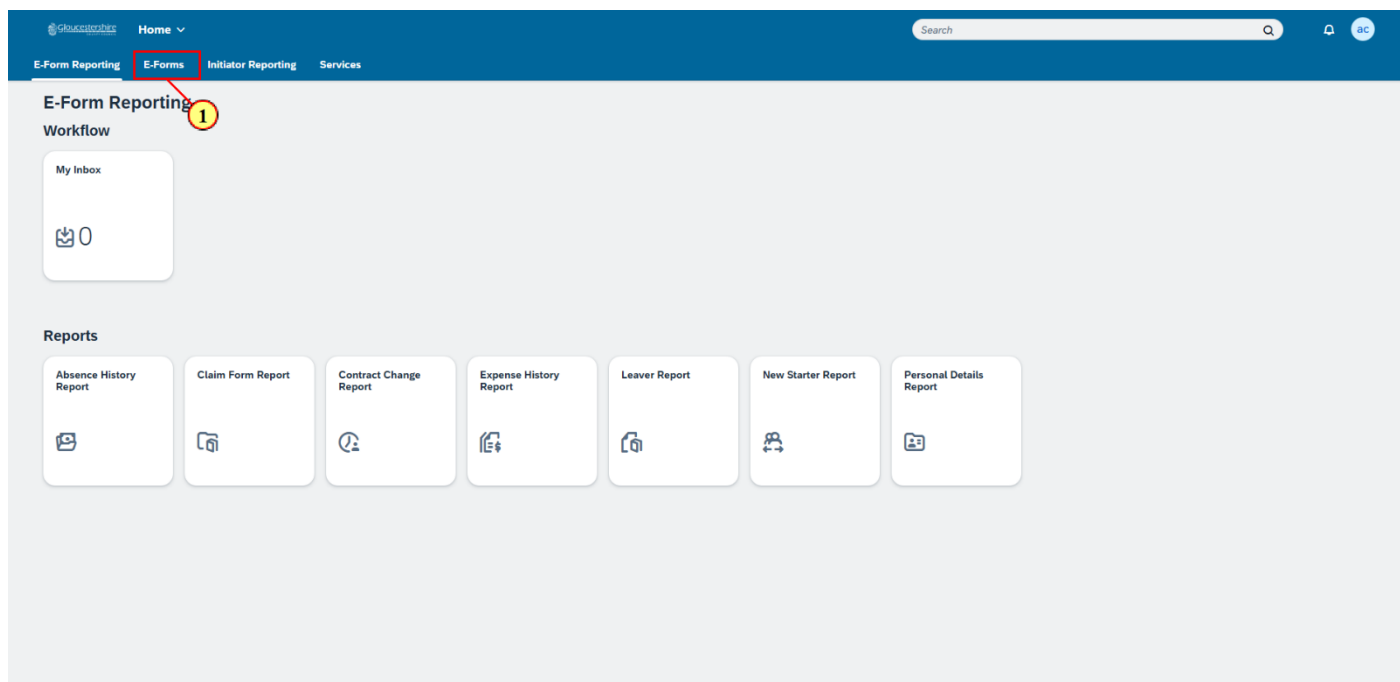


Schools OBO - Contract Change Form

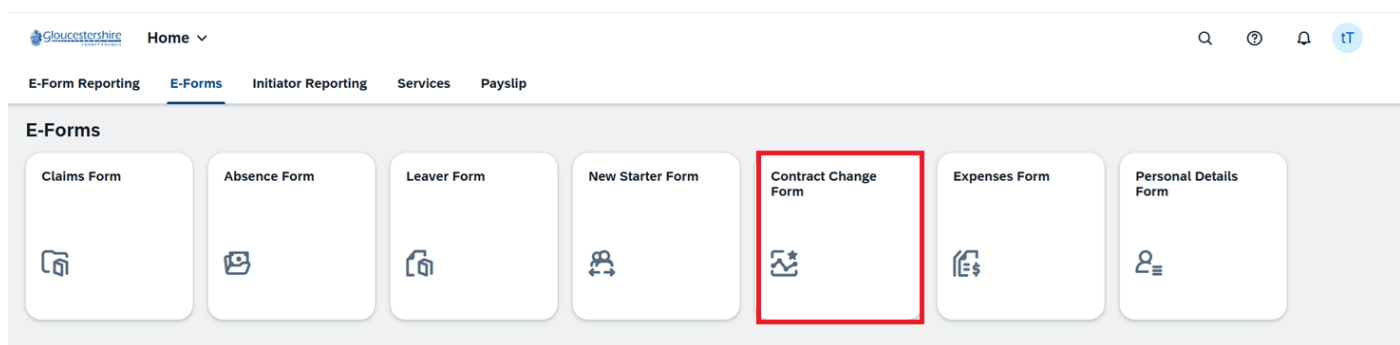
Schools On Behalf Of (OBO) - Contract Change Form

In this step by step guide, you will learn how to:


- Complete the Contract Change Schools E-Form.




(1) To add a **Contract Change E-Form** go to the **E-Forms** page.



(2) Then click on the **Contract Change Form** tile.

 Your details will display in the **Header** section as the initiator of the E-Form.

 The Contract Change Form will then open.
In **Section A – Employee Details**, select employee from the dropdown:

(3) Once all details are added click on **Confirm Employee Details**.

Section A - Employee Details

Select Employee: * SV Teacher 10200843 Teacher

Employee Name: Mrs Teacher SV

Current Grade: LEADSHIP Current Scale Point: 24

Current FTE: 0.5

Contract Type: Permanent


Warning Message
 You will not be able to change your selection. Are you sure you'd like to go ahead?
 Yes Cancel

Confirm Employee Details

Your Comments - Internal Organisation Use Only

Your Comments:

(4) A confirmation window will appear warning the selection can no longer be changed if you go ahead.

 There are 4 types of changes you can make as part of Contract Change form:

1. Change of Hours
2. Change of Grade / Increment
3. Allowance Change
4. Change of contract Status

Indicate the changes you would like to make.

Change of Hours Change of Grade / Increment Allowance Change Change of contract Status

(5) Select the **Change Of Hours** checkbox if you want to make a change of hours.

Section B - Change of Hours

This section of the form can be used to change the working hours of your employee. The form will update the employee record as well as the position details. Flexible Retirement also needs to be actioned here.

Effective Date: *

Please enter the end date if this is a Change of Hours for a Fixed period only:


Type of Change: *


Current FTE: 0.5 New FTE:

Start Date: 13 October 2025 Hours Per Week: 16.25


Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3.25	3.25	3.25	3.25	3.25	0.00	0.00

Update Work Schedule

 In **Change Of Hours**, enter Effective Date, Type of Change need to selected from picklist.

 If the employee selected is Teacher then Current FTE & New FTE fields will appear.
 If the employee selected is non teaching staff then Current Hours & New Hours fie

Important: Based on New FTE/Hours, update the **Work Schedule** as well.




The **FTE (teachers in decimal)** field is used to record what proportion of full time hours the teacher will work.


The relevant figure is added as a decimal, for example a full time post is added as **1**, a a part time post at 2 days per week is added as **0.40** etc.

(6) For this example we have selected Teacher and we will increase the FTE along with work schedule

Section B - Change of Hours

This section of the form can be used to change the working hours of your employee. The form will update the employee record as well as the position details. Flexible Retirement also needs to be actioned here.

Effective Date: * 

Please enter the end date if this is a Change of Hours for a Fixed period only: 


Type of Change: *

Current FTE: New FTE:

Start Date: 13 October 2025 Hours Per Week: 16.25

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3.25	3.25	3.25	3.25	3.25	0.00	0.00


[Update Work Schedule](#)



The next step is to add the **Work Schedule** for the worker. This is a new process that must be completed to ensure that the correct working hours are recorded in the system.

(7) Click on the **Work Schedules** link.

Section C - Contract Details

Type of Contract * Start Date * 

Grade * Starting Scale Point *

Is this a claim only position? *

FTE (teachers in decimal) * FTE (teachers as %) [Work Schedules](#)

Is there a Probationary Period *

Create Work Schedules

Start Date: 24 February 2025 Hours Per Week: 0.0

Schedule Day	Day	Hours Worked (decimal)
1	Monday	<input type="text" value="0.00"/>

[Add](#)

[Preview Schedule](#)

[Save & Close](#) [Cancel](#)


[Add Comments](#)

Section F - Notify Approver

Please tick this box if you require an email to be generated to your approver notifying this form is awaiting approval

Data Protection Act 2018 & General Data Protection Regulation (GDPR). The information on this form will be held in person and electronic systems and will be held for the purposes of providing services to you.

[Print](#) [Cancel](#) [Delete](#) [Save to Draft](#) [Submit](#)



The **Create Work Schedules** window will appear, this is used to set up the work schedule for the staff member.

The first working day for the schedule will appear automatically based on the Start Date added earlier in the Contract Details section (the Work Schedule will begin the actual day the Contract starts rather than always starting on a Monday).


The hours worked for that day can then be added.

Important: This needs to be added in decimal format e.g. **7.4**.

Note: A full time teacher has working hours per day of **6.5**

A full time support person has working hours per day of **7.4**

(8) For this example type **6.50** in the **Hours Worked (decimal)** field.



The remaining days for the week then need to be added.

Important: All 7 days for the week are added, non-working days have **0.00** added to the **Hours Worked (decimal)** field.

Note: If a staff member works a pattern such as a 9 day fortnight all 14 days for the period need to be added. If the worker's pattern starts mid-week 7 days still needs to be added.

(9) Click on the **Add** button to add each day.

Create Work Schedules


Start Date: 23 March 2026 Hours Per Week: 32.5

Add
Delete

Schedule Day	Day	Hours Worked (decimal)
1	Monday	<input type="text" value="6.50"/>
2	Tuesday	<input type="text" value="6.50"/>
3	Wednesday	<input type="text" value="6.50"/>
4	Thursday	<input type="text" value="6.50"/>
5	Friday	<input type="text" value="6.50"/>
6	Saturday	<input type="text" value="0.00"/>
7	Sunday	<input type="text" value="0.00"/>

Preview Schedule
Reset

Save & Close
Cancel



Once each day has been added for the week the corresponding working hours are added in decimal format e.g. 6.5.

As mentioned all 7 days are added and 0.00 is added for non-working days.

Note: The **Hours Per Week** at the top of the screen must match the details added to the **FTE** field on the previous screen.

(10) Click on **Preview Schedule** to see a preview of the schedule that has been set up.

Create Work Schedules

Start Date: 23 March 2026 Hours Per Week: 37.91

Schedule Day	Day	Hours Worked (decimal)
1	Monday	6.50
2	Tuesday	6.50
3	Wednesday	6.50
4	Thursday	6.50
5	Friday	6.50
6	Saturday	0.00
7	Sunday	0.00

Hide Preview
Reset

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6.50	6.50	6.50	6.50	6.50	0.00	0.00

Save & Close
Cancel

(11) The schedule will appear at the bottom of the screen. Click on **Hide Preview** to close it again.

Create Work Schedules

Start Date: 23 March 2026

Hours Per Week: 32.5


Add Delete

Schedule Day	Day	Hours Worked (decimal)
1	Monday	<input type="text" value="6.50"/>
2	Tuesday	<input type="text" value="6.50"/>
3	Wednesday	<input type="text" value="6.50"/>
4	Thursday	<input type="text" value="6.50"/>
5	Friday	<input type="text" value="6.50"/>
6	Saturday	<input type="text" value="0.00"/>
7	Sunday	<input type="text" value="0.00"/>

Preview Schedule Reset

Save & Close Cancel

(12) Once the Work Schedule is added click on the **Save & Close** button.




Once the Work Schedule is added then you can add comment and submit the form.

(13) Select the **Change Of Grade / Increment** checkbox if you want to make a change of grade/increment.

▼ **Section C - Change of Grade**


This section of the form can be used to make a change to the pay grade or increment of your employee. The form will update the employee record as well as the position details.

Effective Date: * 

Current Grade: New Grade: *

Current Scale Point: New Scale Point: *


JE ID:



In **Change Of Grade / Increment**, enter Effective Date, New Grade & New Scale Point need to selected from picklist.

▼ **Section C - Change of Grade**

This section of the form can be used to make a change to the pay grade or increment of your employee. The form will update the employee record as well as the position details.

Effective Date: * 

Current Grade: New Grade: *

Current Scale Point: New Scale Point: *

JE ID:

(14) Select the Allowance Change checkbox if you want to make a change in allowance.

Section D - Allowance Changes

This section of the form can be used to pay a new allowance or make a change to/end an existing allowance.

1. Existing Allowances
There are no Existing Allowances for this employee

2. New Allowances
Create New Allowances
Effective Date: *

[Add Row](#) [Delete Row](#)

<input type="checkbox"/> Allowance	Amount	Number/Unit	End
<input type="checkbox"/> <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

In Allowance Change, enter Effective Date, New Grade & New Scale Point need to selected from picklist.

Section D - Allowance Changes

This section of the form can be used to pay a new allowance or make a change to/end an existing allowance.

1. Existing Allowances
There are no Existing Allowances for this employee

2. New Allowances
Create New Allowances
Effective Date: *

[Add Row](#) [Delete Row](#)

<input type="checkbox"/> Allowance	Amount	Number/Unit	End
<input type="checkbox"/> 1020 Special Allowance...	<input type="text" value="100"/>	<input type="text" value=""/>	<input type="checkbox"/>

(15) Enter Comments in Your Comments - Internal Organisation Use Only and click on Add Comments

Your Comments - Internal Organisation Use Only

Your Comments:

[Add Comment](#)

Enter Comments in Your Comments - Internal Organisation Use Only and click on Add Comments.

▼ **Your Comments - Internal Organisation Use Only**

Authorisation and Rejection Comments:

Comments added by Gwenhwyvar Campbell1 on Wednesday, 18 March 2026 16:58:16 at Status Initial -
Comments

Your Comments:

Add Comment

(16) If notification for the approver is required tick the box in **Section F - Notify Approver** section.


▼ **Section F - Notify Approver**

Please tick this box if you require an email to be generated to your approver notifying this form is awaiting approval.

Data Protection Act 2018 General Data Protection Regulation (GDPR) - The information you supply on this form is used to manage and maintain your employment relationship. It may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or determining areas of need in order to target future provision. The information will be treated as confidential except where such information has to be disclosed by law to relevant statutory bodies and in circumstances specific to the employment relationship. If you would like more information please contact Business Service Centre.

Print **Cancel** **Delete** **Save to draft** **Submit**

(17) Once all details have been updated click the **Submit** button.

 The Contract Change form has now been submitted, it will now be with the Approver for sign off.

Alert Message

Do you want to submit?

Yes

Cancel

✔ Success Message

Form 0000015877 is submitted successfully.
Please call ContactUs on 01452 425888 should you have any queries regarding this e-Form.

OK