HR FORMS IMPACTING PAY

It is a line manager's responsibility to ensure all forms are submitted within the required timelines to avoid salary overpayments to employees.

Renewal of contract External secondment Temporary to permanent contract Transfer NCHD extension of contract Return from career break Maternity/Adoptive/Paternity/Parental/Parents Leave Paid/Unpaid Maternity Leave Adoptive Leave HR108(i) — Maternity Leave Application Form HR108(i) — Parental Leave Application Form Paternity Leave Parental Leave (employees PL absence must be submitted for each pay period as part of the time returning process) Parents Leave Career Break Employee applying for Career Break HR108(c) — Career Break Application Form Unpaid Leave Return for Career Break HR108(c) — Career Break Application Form HR108(c) — Career Break Application Form HR108(c) — Special Unpaid Leave Application Form HR108(c) — Special Unpaid Leave Application Form Special Unpaid Leave Flexible Working Shorter Working Year Flexible Working Flexible Worki	ACTIONS	FORM REQUIRED	DEADLINE FOR SUBMISSION OF FORMS TO HR	
Hirs of new employee (including employee moving from another HSE area) Temporary Appointment to Higher Duty Grade (Permanent employees on Temporary Appointment) External Person Hire External Person Hire Ess, MSS 562 – External Person Hire Form This form is to be used to set up External Managers on SAP for ESSMSS approval and to hire Agency Transfer and Change of Terms and Conditions: Promotion Grade Change Coessation of temporary appointment Change to employee terms and conditions: Promotion Grade Change Coessation of temporary appointment Change of contract hours Renewal of contract External Secondment Temporary to permanent contract Transfer NCHD extension of contract Return from career break Maternity/Adoptive/Paternity/Parental/Parents Leave Paternity Leave HR108(i) – Maternity Leave Application Form HR108(i) – Parental L	Hiring			
RETUDATE RETUDENCY RETUDENCY RESULT RETUDENCY RESULT RETUDENCY RESULT RESUL	Hire of new employee (including employee moving from another HSE area)	HR101 – Employee Setup Form	Minimum of 4 weeks	
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Retiring from the HSE HR106 – HSE Leaving Form Minimum of 3 months	Employee moving to another HSE area	Form <u>or</u>	Minimum of 4 weeks	
	Retiring from the HSE		Minimum of 3 months' notice	

Note: Additional information is required to be submitted with some HR forms; please refer to individual forms for requirements.