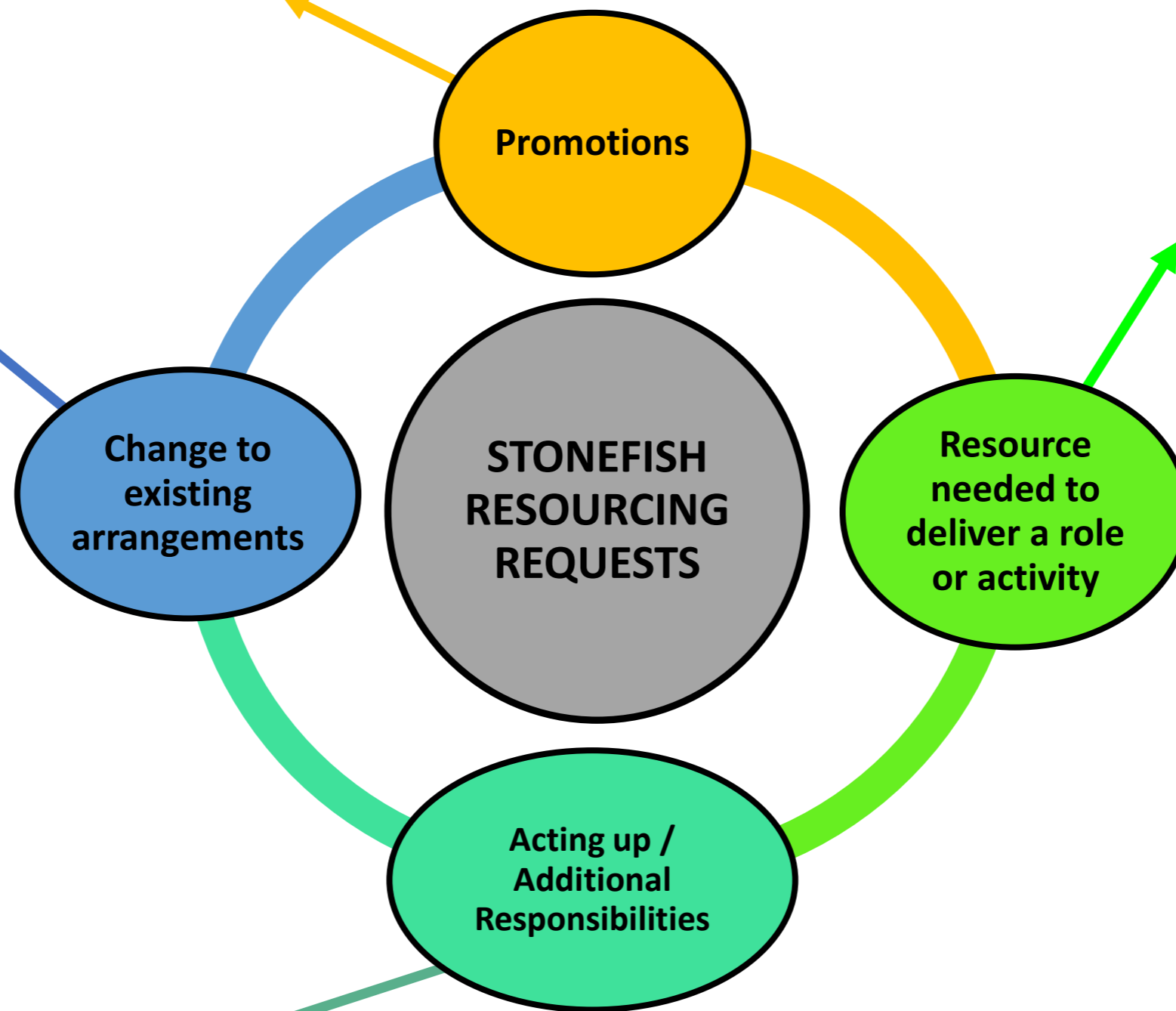


- **FORM: Promotions (Resourcing requests)**
 - This request is specifically for cases where a **promotion application** is being considered. This form should be used **prior to submitting a promotion request**.
- NB – once approved, Individual promotion requests should be submitted via one of the following forms:-*
- Academic Promotion Application
 - Academic Promotion Appeal

- **FORM: Change to FTE for existing staff**
 - Increases to hours (FTE) for existing staff
- **FORM: Extension to fixed term contract/funding**
 - Extensions to existing FTCs / OEFFs
 - Extension to existing secondment agreement
 - Extension to existing term-time only agreement
 - Extension to existing maternity leave cover
- **FORM: Changing from fixed term to open-ended/open ended fixed funding**
 - Changing an existing member of staff's contract type to ongoing, or from FTC to OEFF
- **FORM: Extension of Act up / additional duties**
 - Extension to an existing member of staff's current acting up/additional duties arrangements

*NB - These forms should only be used to request a **contractual change that is already in place/has already been agreed and needs to be extended**.*



- **FORM: Act Up/Additional Responsibilities**
 - This form is for **new requests** to make additional payments for undertaking additional duties, or acting up to a higher graded role.

NB - Not for extensions to existing acting up arrangements / additional responsibilities.

- **FORM: Employee**

New Recruitment - Individual to be engaged on an ongoing or fixed term contract, such as:-

 - Research fellow required on an ongoing basis or 2 year FTC
 - Maternity leave cover
 - New Secondment agreements
 - New term-time only arrangements

NB – includes overseas working
- **FORM: Temp/Agency**

Short term requirement where an individual will be engaged > 1 week, but < 3 months via an approved agency or via an SS2, such as:-

 - Short term clerical/ technical/research assistance.
- **FORM: Contractor IR35***

Contractors engaged to provide a service, such as:-

 - Specialists e.g. archivists, editors, writers, proof readers, transcription services.
- **FORM: Worker**

SS1s – Casual workers where the duration of the engagement is < 1 week, such as:-

 - Open Day Assistants
 - External Lecturer to prepare and cover (e.g. 1 hour lecture and 4 hours preparation)

SS4s - Worker Agreement for ongoing flexible/ad hoc support & no obligation on either side to offer/accept work, such as:-

 - Undergraduate level External Examiners/ Invigilators/Moderators
 - Postgraduate Research Students Engaged in Teaching

*Do not include self employed requests where payment is to be made through purchasing