



## Manager Dashboard

### Manager Dashboard – Change Employee Contract Hours

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# Overview

This guide will set out how the Manager changes the Employees Contracted hours in CoreHR.

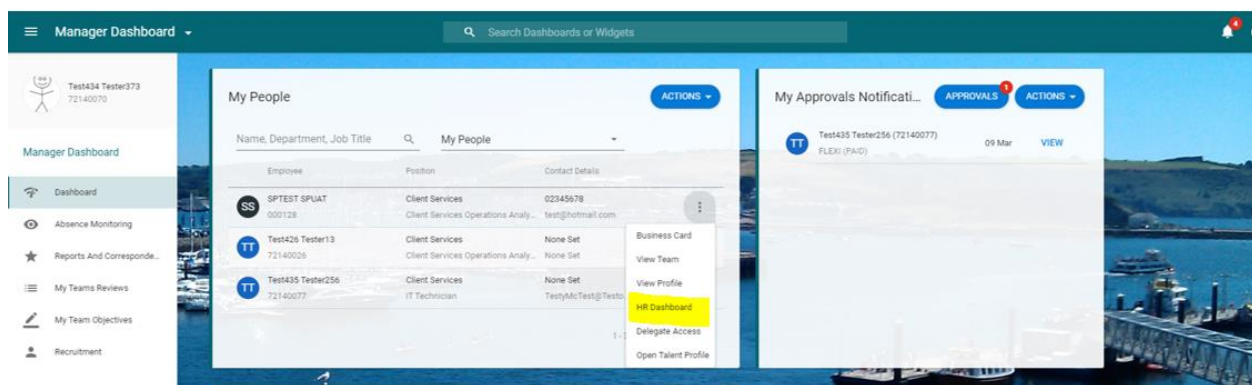


# 1. Manager Dashboard - Change Employee Contract Hours

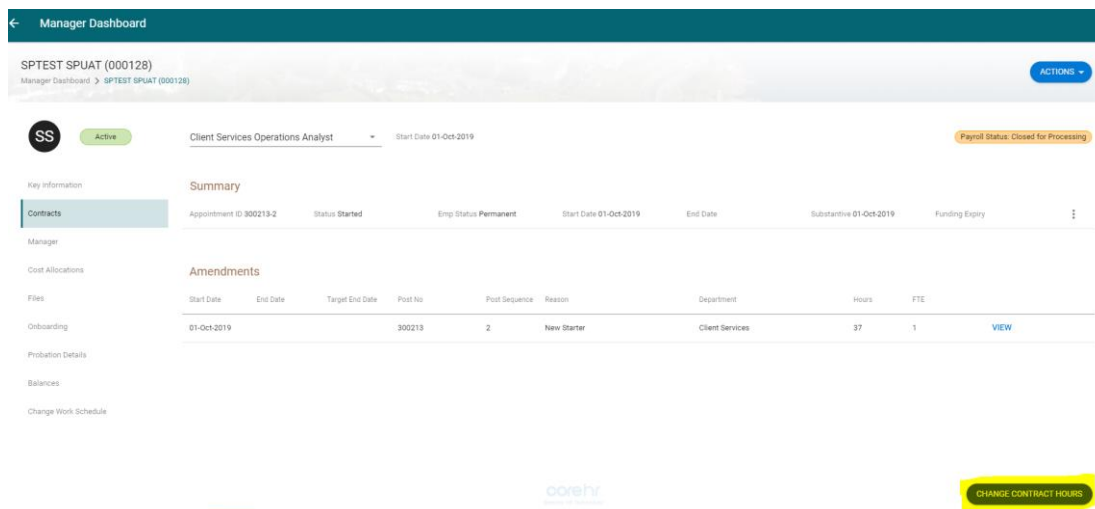
## 1.1.1 Change Contract Hours via HR Dashboard

### Change Contract Hours via HR Dashboard

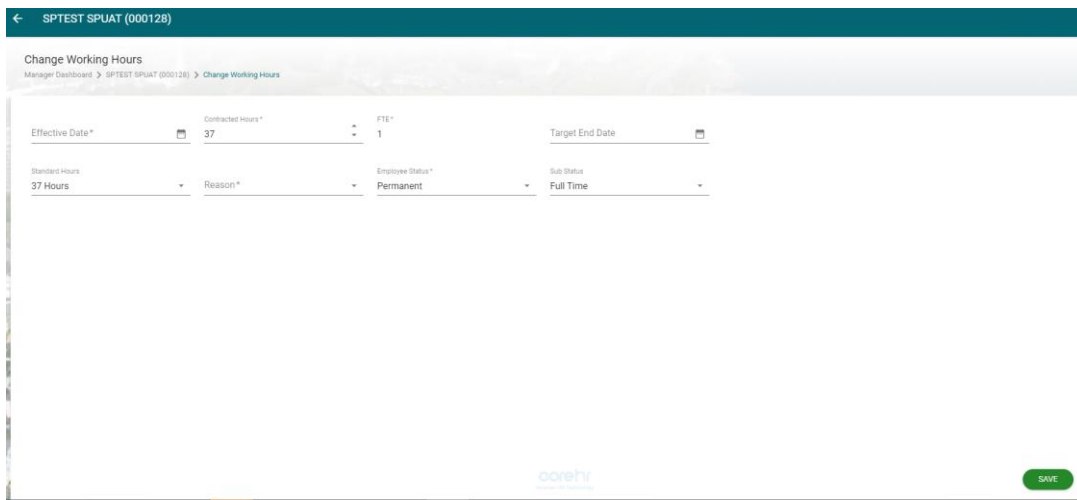
1. Go to Manager Dashboard>Select employee>click on the ellipses> from the drop-down list select HR Dashboard



2. The following screen will open. Select the Contracts tab from the left-hand side of the screen. Review the information on this screen, before moving onto the next step.



3. Click the **CHANGE CONTRACT HOURS** button and enter the following details



(fields marked with \* are mandatory)

- Enter the Effective Date\*
- Contracted Hours (enter the new contracted hours) \*
- FTE\*
- Target End Date (if applicable)
- Standard Hours (choose from the drop-down list)
- Reason\* (choose from the drop-down list)
  - *Absence Cover*
  - *Acting Up*
  - *Change in Job Title*
  - *Change of Hours*
  - *Correction*
  - *Extension of Contract*
  - *Flexible Retirement*
  - *Maternity Change Cover*
  - *No Chg of Post Data Update*
  - *Organisation Change*
  - *Restructure*
  - *Transfer to insecure Permanent Funding*
- Employee Status\* (choose from the drop-down list)
- Sub Status (choose from the drop-down list)

5. Click on the 'Save' button. The employees contract hours will be changed with the effective date entered above.

❗ **Important Reminder – Update Working Pattern:**

Please remember if you are making a change to an employee's contractual hours you will also need to update their working pattern.

Please go to user guide Manager Dashboard – Shift Change/Working Pattern for details on how to make this change.