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| Return from Secondment Form | |
| **Guidance** | |
| This form should be used when an employee is reaching the end of their secondment period, to notify HR Operations of the end date of the secondment and to provide any changes required to their employee record in People and Money (e.g. change of position, hours, salary, work schedule, line manager, salary costing, allowances).  It is the substantive line manager’s responsibility to complete the form. The form should be submitted by the substantive manager (or School/ Department Administrator on their behalf) by raising a Service Request using the category Contract Change, please title the request End of Secondment <Name, Date>, attaching the authorised form.  If the employee is not returning to their substantive role, and the secondment arrangements are to become permanent (open – ended) please follow the transfer process by completing the [Request for Transfer, Additional Post or Secondment form.](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)  Please ensure that if the employee is also a line manager that their direct reports are updated once the return from secondment has been processed. Follow the guidance in [How to Change Direct Reports](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides) (under the Job Changes heading).  Please complete this form in full, if there is missing information HR Operations may reject this form and return this to you. Further information can be found in the [Secondment Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance). | |
| **Section 1: Line Manager/ School or Department Details** | |
| Substantive Line Manager name |  |
| School/Department |  |
| **Section 2: Person and Employment Details** | |
| Employee Name |  |
| Assignment Number (for Secondment) |  |
| Date of return to substantive post | Click or tap to enter a date. |
| Is the employee returning on the same terms and conditions as per the pre secondment arrangement? If No please complete section 3 onwards. | Yes  No |
| **Section 3: Please complete all sections below.** | |
| Position Name  (Please refer to the [Guide to Job Classifications and Position Management](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides), held under Recruitment on this page) |  |
| Position Number |  |
| Extension to Fixed Term Contract Projected End Date (if applicable) | Click or tap to enter a date. |
| Personal Job Title |  |
| Grade |  |
| Grade Step (Spinal Point) |  |
| Department |  |
| Work Location |  |
| Will the person be working abroad or the role require overseas working? Please provide details: |  |
| Assignment category | Choose an item. |
| Working as a Manager | Yes  No |
| Working Hours (per week) |  |
| Fixed Term Reason Code (if applicable) | Choose an item. |
| Research/Teaching & Research/Teaching Only | Choose an item. |
| HESA Activity Standard Occupational Classification (SOC Code):  Please see below link to select the appropriate code  [Staff 2023/24 - Activity Standard Occupational Classification | HESA](https://www.hesa.ac.uk/collection/c23025/a/actsoc2020) |  |
| Annual salary amount (Full time equivalent):  Follow link for information on [Pay Scales](https://www.edweb.ed.ac.uk/human-resources/pay-reward/pay/pay-scales). | £ |
| Work Schedule  Complete this section by using [the Work Schedule Calculator](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) and paste the Work Schedule format e.g. 35\_7days\_S0M7T7W7T7F7S0). |  |

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| **Section 4: Salary Costing Details**  **Please complete the costing details below. For further guidance please refer to the guidance on the chart of accounts available on the** [**Finance Sharepoint**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx)**.** | | | | | | | | | |
|  | **% Split** | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | **Cost Centre**  **(8 digits)** | **Account**  **(4 digits)** | **Analysis**  **(6 digits)** | **Portfolio**  **(8 digits)** | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
| **Guidance** | **MANDATORY**  **% Split of the salary costing** | **Driven by payroll element**  **Use the mapping tool** | **MANDATORY**  **Required to capture the type of funding the payroll cost is attached to​** | **MANDATORY**  **Organisational Unit (department)** | **Cross check against mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **For cross charging to or from a subsidiary, cross check against the mapping tool** |
| EXAMPLE | 100% | 110 | 123456 | 12345678 | 1234 | 000000 | 00000000 | 00000000 | 000 |
| Directly Funded by Research- in all cases | 100% | 110 | 110002 | 30010003 | 0000 | 000000 | 00000000 | 00000000 | 000 |
| **Costing Split** | **% Split** | **Entity**  (3 digits) | **Fund**  (6 digits) | **Cost Centre**  (8 digits) | **Account**  (4 digits) | **Analysis**  (6 digits) | **Portfolio**  (8 digits) | **Product**  (8 digits) | **Intercompany**  (3 digits) |
| **Costing Split 1** |  |  |  |  |  |  |  |  |  |
| **Costing Split 2** |  |  |  |  |  |  |  |  |  |
| **Costing Split 3** |  |  |  |  |  |  |  |  |  |
| **Costing Split 4** |  |  |  |  |  |  |  |  |  |
| **Costing Split 5** |  |  |  |  |  |  |  |  |  |
| **Costing Split 6** |  |  |  |  |  |  |  |  |  |

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| **Section 5: Default Expense Account Code** | | | | | | | | | |
|  | * Please complete the default expense account code below. **The only field you need to complete is cost centre**. Please note in most circumstances the cost centre code will be the same as used in the salary costing string above. * **The default expense code cannot be split**. Where there is a split salary costing please use the cost centre related to the school/department. * For those with a Directly Funded by Research salary costing you must provide a cost centre code related to the school/department. * Further information on the new chart of accounts structure is available on the [Finance SharePoint.](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) The [Mapping Tool](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-%26-Payroll-Forms.aspx?OR=Teams-HL&CT=1644494215452&sourceId=&params=%7B%22AppName%22%3A%22Teams-Desktop%22%2C%22AppVersion%22%3A%2227%2F22010300409%22%7D) can also be used for guidance. * For further information on claiming staff expenses please see the [Expenses (sharepoint.com).](https://uoe.sharepoint.com/sites/FinanceOperations/SitePages/Expenses.aspx) | | | | | | | | |
| **Default Expense Account Code** | | Entity | Fund | **Cost Centre**  **(8 digits)** | Account | Analysis | Portfolio | Product | Intercompany |
| Please complete **the Cost Centre only,** all other codes are default. | | 110 | 110002 |  | 2410 | 000000 | 00000000 | 00000000 | 000 |

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| **Section 6: Allowances – please tell us if any Allowances are to be added, amended or end.**  **Please select the request type and allowance type from the drop down below. Please complete all of the required information (if more than 3 allowances please use the additional information section).** | | | | | | | |
| **Request Type** | | Choose an item. | | | Choose an item. | | Choose an item. |
| **Allowance Type**  (Please note an asterisk\* next to the allowance name will require additional information to be provided in section 6b below). | | Choose an item. | | | Choose an item. | | Choose an item. |
| **Other** – Please specify if not listed in Allowance Type above | |  | | |  | |  |
| **Annual Allowance Amount** | | £ | | | £ | | £ |
| **Effective from** (dd/mm/yyyy) | | Click or tap to enter a date. | | | Click or tap to enter a date. | | Click or tap to enter a date. |
| **End Date** (if applicable, if no end date the allowance will be paid on an ongoing basis) | | Click or tap to enter a date. | | | Click or tap to enter a date. | | Click or tap to enter a date. |
| Should this allowance increase with a Pay Award or Increment? **Yes / No** | |  | | |  | |  |
| **Additional Information** (please use this space to provide any additional information, e.g. how the allowance is calculated, why the employee is eligible). | | | | | | | |
| **Section 6b: Additional Information – The following allowances require some additional information. Please complete as appropriate.** | | | | | | | |
| **Acting Up Allowance** | Acting Up Grade | | |  | | | |
| Acting Up Grade Step | | |  | | | |
| Acting Up Percentage (% of time expected for higher grade role) | | |  | | | |
| **Contractual Overtime**  (See the Conditions of Service for further information <https://www.ed.ac.uk/human-resources/policies-guidance/conditions-service>) | **Complete this section if the employee works the same contractual overtime hours every week** | | | **Complete this section if the overtime hours are calculated annually** | | | |
| Number of extra hours to be worked weekly | |  | Number of extra hours to be worked annually | |  | |
| Number of hours to be paid at plain time | |  | Number of hours to be paid at plain time | |  | |
| No of hours to be paid at time and half | |  | No of hours to be paid at time and half | |  | |
| Are the overtime hours based on the employees normal grade and grade step? | | | Yes  No | | | |
| If no please provide details | | | | | | |
| **On Call Allowance**  (See the Out of Hours and On Call Policy for further information  <https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance> | Number of full weeks on call per year | | |  | | | |
| % Number of on call hours  (In most cases this will be 100%, please see section 2.3 of the policy for exceptions) | | |  | | | |
| Please provide any additional information e.g. public holidays during on call periods | | | | | | |
| **Premium Band Payment Percentage**  (See the Conditions of Service for further information <https://www.ed.ac.uk/human-resources/policies-guidance/conditions-service>) | Choose an item. | | | | | | |

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| **Section 6c Allowance Costing: Please complete the costing details below if the allowance is to be charged to a different salary costing string. Please complete the costing details below. For further guidance please refer to the guidance on the chart of accounts available on the** [**Finance Sharepoint**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx)**. For multiple requests - if the costing is different for each allowance you are adding or amending please add this detail in the Additional Allowance Costing Split below.** | | | | | | | | | |
|  | **% Split** | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | **Cost Centre**  **(8 digits)** | **Account**  **(4 digits)** | **Analysis**  **(6 digits)** | **Portfolio**  **(8 digits** | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
| **Description** | **MANDATORY**  **% Split of the salary costing** | **Driven by payroll element**  **Use the mapping tool** | **MANDATORY**  **Required to capture the type of funding the payroll cost is attached to​** | **MANDATORY**  **Organisational Unit (department)** | **Cross check against mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **For cross charging to or from a subsidiary, cross check against the mapping tool** |
| EXAMPLE | 100% | 110 | 123456 | 12345678 | 1234 | 000000 | 00000000 | 00000000 | 000 |
| Directly Funded by Research- For all | 100% | 110 | 110002 | 30010003 | 0000 | 000000 | 00000000 | 00000000 | 000 |
| Costing Split 1 |  |  |  |  |  |  |  |  |  |
| Costing Split 2 |  |  |  |  |  |  |  |  |  |
| **Additional Allowance Costing Split** – please provide the allowance type and the full costing string and % split as above | | | | | | | | | |

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| **Section 7: Authorisation**  **Authorisation must be from Head of College or Professional Service Group, College Registrar, Head of School or Department, Director of Professional Service or equivalent.** | | | |
| Requested by: |  | Job Title: | Date: Click or tap to enter a date. |
| Authorised by: |  | Job Title: | Date: Click or tap to enter a date. |