

## Amendment Details Form - Changes in Contractual Working Hours or Working Weeks

This form is used to notify the Committee of changes to an employee's contractual hours or weeks and must be forwarded to NILGOSC within 2 months of the change.

### Member's Details

Employing Authority:

National Insurance Number:

Pension Reference Number:

Member's Name:

Staff Number:

Job Title:

Job Code / ID:

### Current Contract Details

Date Current Contract Ceases:

Contractual Hours Worked Per Week:

Contractual Weeks Worked Per Year:

Whole Time Equivalent Hours Worked Per Week:

Whole Time Equivalent Weeks Worked Per Year:

Employee Contribution Rate:

Additional Contributions if applicable:  
(eg Added Years, AVCs, ARCs)

Pensionable Pay at Date of Amendment per annum / per week:

### Amendments to Current Contract Details

Date New Contract Commences:

Contractual Hours Worked Per Week:

Contractual Weeks Worked Per Year:

Whole Time Equivalent Hours Worked Per Week:

Whole Time Equivalent Weeks Worked Per Year:

Employee Contribution Rate:

Additional Contributions if Applicable:  
(eg Added Years, AVCs, ARCs)

Pensionable Pay at Date of Amendment per annum / per week:

(including all pensionable emoluments and based on contractual hours and weeks as above)

**Please continue overleaf**

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**Completed by:**

Print Name (Authorised Officer):

Signature:

Telephone Number and Extension Number:

Date:

Email Address:

**Notes on completing the form**

**1. Whole-time employment**

An employee is in whole-time employment if his/her contractual hours are not less than the number of contractual hours for a person employed in that employment on a whole time basis.

**2. Part-time employment**

Part-time employment is employment for less than the number of contractual hours for a person employed in that employment on a whole-time basis.

**3. Multiple Employments**

When a person has more than one employment with one or more employing authorities, he/she must have a separate pension record number for each employment. Do not use this form to add details of an additional employment to an existing record. Please complete Form LGS1 instead and return to the Committee.

**Multijobber record**

Please list below concurrent pensionable jobs for this member to the one stated overleaf. This will assist the Committee with Annual Return reconciliation and keep the member's record up to date.

Pension Reference	Job Code	Effective Dates		Weekly Hours	Full-time Equivalent Hours	Contractual Weeks Per Annum	Hourly Rate	Contribution Rate
		From	To					