

# Change an Employee's Working Hours or Working Weeks

This guide outlines the steps to follow to makes changes to the number of hours a colleague works each week, or the number of weeks they will work each year.



1. Navigate to the employee's information



2. Change assignment information



3. Update working hours and/or weeks.

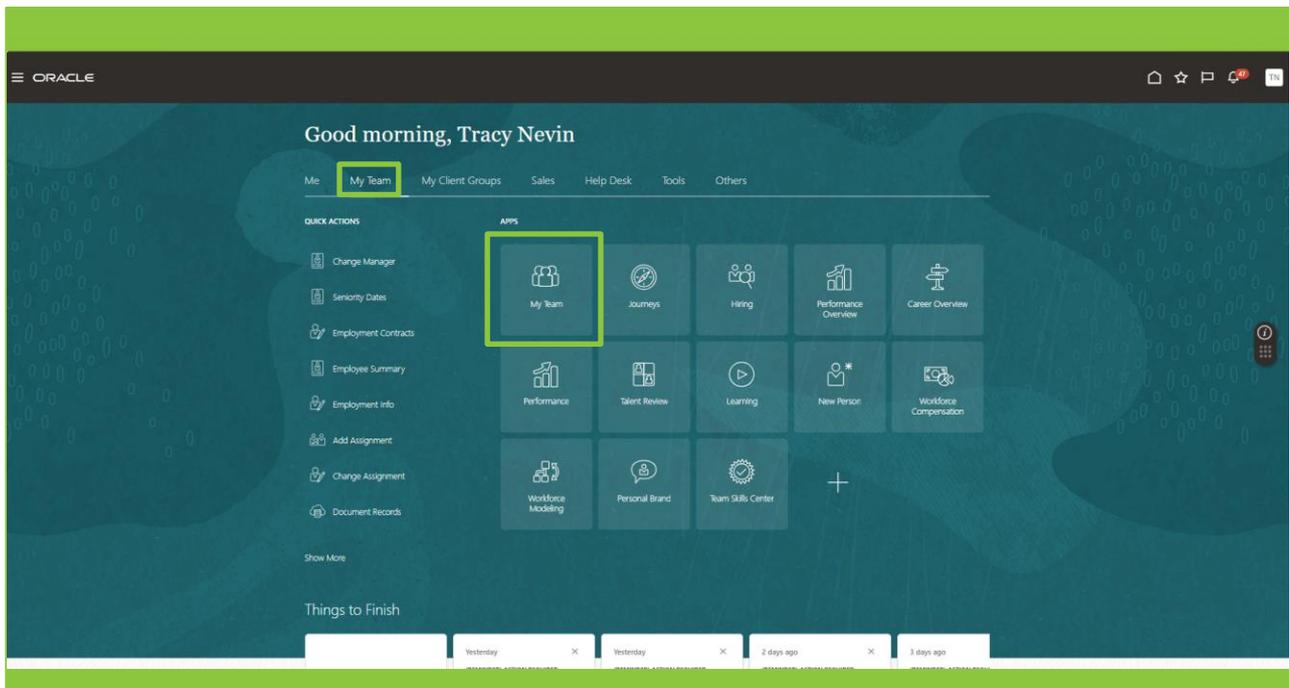
01

As a line manager you can make changes to the working hours for your team members – for example reducing hours worked from full time to part time.

You are also able to change the number of weeks worked per year – for example changing from a 52-week year, to working in term time only.

This quick reference guide provides guidance on how to adjust both working hours and working weeks.

To make change to a team member's contracted working hours or weeks, firstly navigate to the **My Team** tab on the homepage. Next, select the **My Team** application.

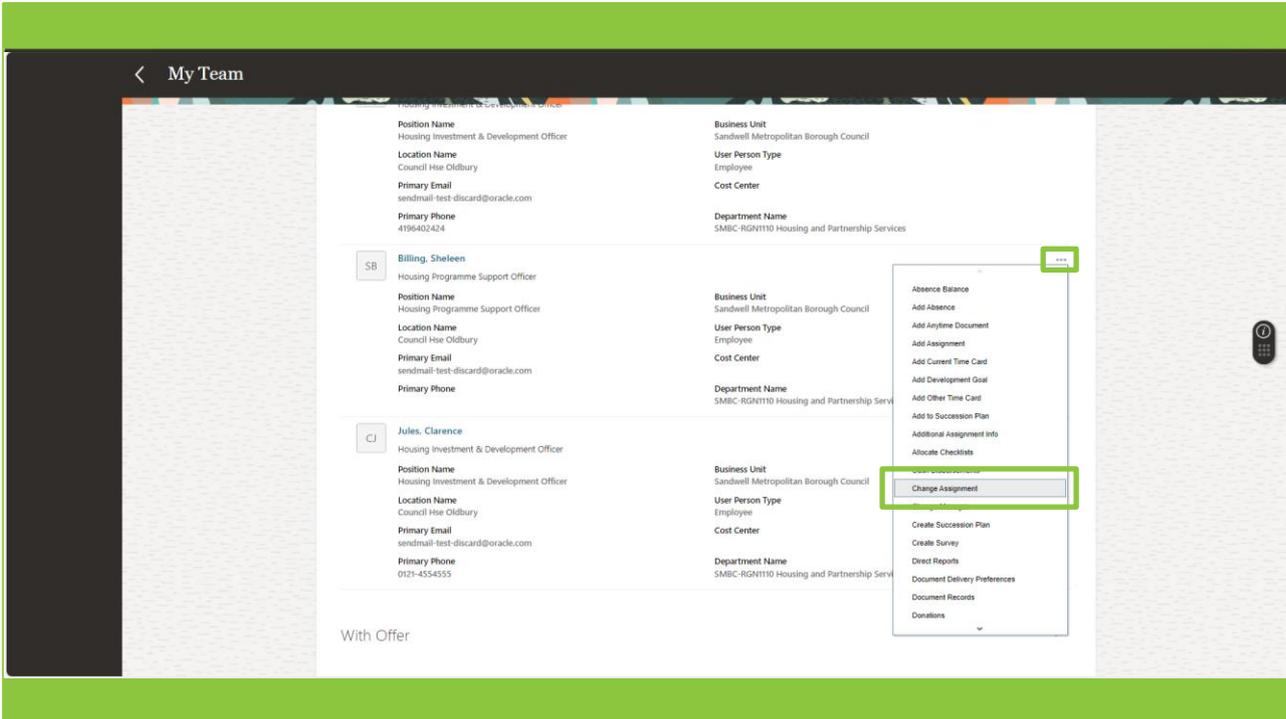


02

The **My Team Overview** page is displayed, and a list of your team members is visible.

Select the **three-dot** icon to the right of the relevant team member's name.

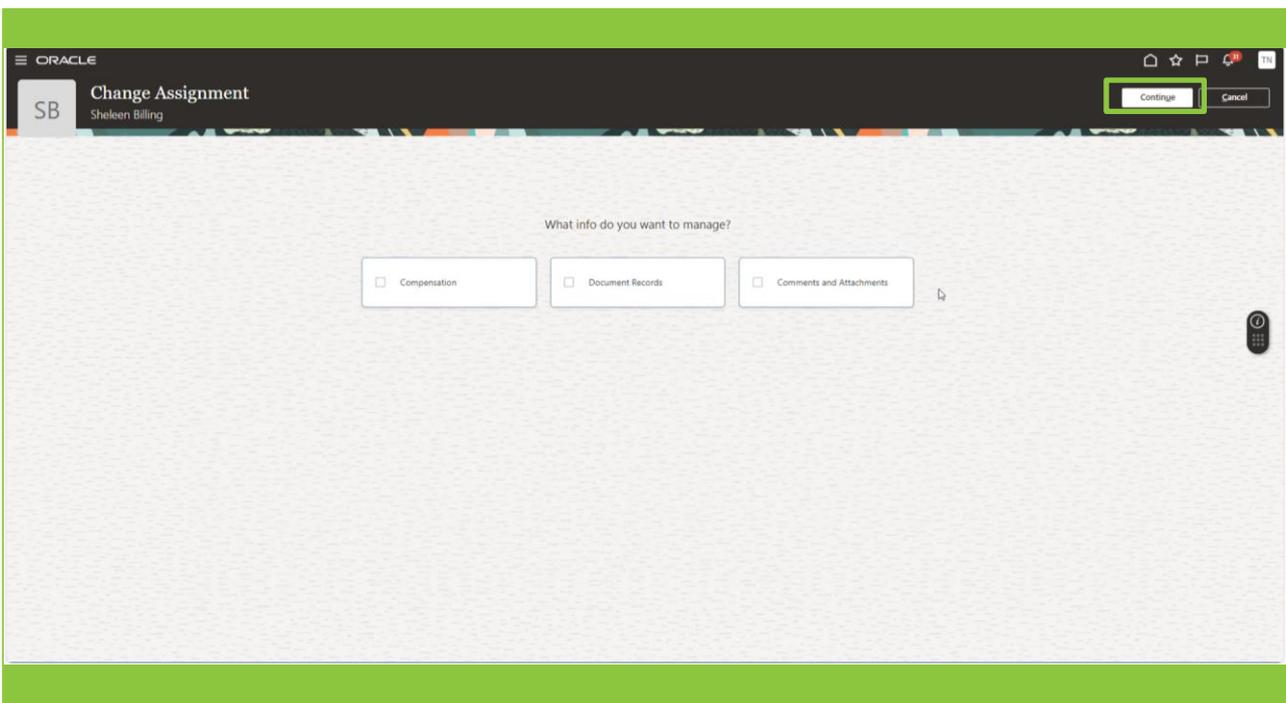
Choose **Change Assignment** from the pop-up options list.



03

The **Change Assignment** page is displayed. Three tile options are visible. It is not necessary to select any of these tiles

Select the **Continue** button to proceed.



The **When and Why** section is displayed. Select a date for when the change is effective from.

Next, in the **What's the way to change the assignment?** field, choose the **Working Hour / Week Change** option from the drop-down list.

**Note** – in the live version of the system, **Working Hour / Week Change** may be the only available option in the drop-down list.

The screenshot shows the Oracle 'Change Assignment' form for user 'SB Sheleen Billing'. The 'When and Why' section is highlighted. The 'When does the assignment change start?' field contains the date '16/09/2024'. The 'What's the way to change the assignment?' dropdown menu is open, displaying a list of options: Action, End Assignment, Involuntary Termination, Resignation, Retirement, and Working Hour/Week Change. The 'Working Hour/Week Change' option is selected. A 'Continue' button is visible below the dropdown. The 'Why are you changing the assignment?' field is empty. At the bottom, there is a 'Need Help? Contact Us.' link.

In the **Why are you changing the assignment?** field select either **Working Hour Change** or **Working Week Change** from the drop-down options list.

If you are changing both the working hours and working weeks at the same time, then selecting either of these options will enable you to change both.

The screenshot shows the Oracle 'Change Assignment' form for user 'SB Sheleen Billing'. The 'When and Why' section is highlighted. The 'When does the assignment change start?' field contains the date '16/09/2024'. The 'What's the way to change the assignment?' dropdown menu is open, displaying a list of options: Reason, Flexible Retirement, Working Hour Change, and Working Week Change. The 'Working Hour Change' option is selected. A 'Continue' button is visible below the dropdown. The 'Why are you changing the assignment?' field is empty. Below the 'When and Why' section, there is a '2 Assignment' section with a 'Seniority Dates' dropdown and a 'Need Help? Contact Us.' link.

Select the **Continue** button.

ORACLE  
SB Change Assignment  
Sheleen Billing

Submit Cancel

1 When and Why

\*When does the assignment change start?  
16/09/2024

Why are you changing the assignment?  
Working Hour Change

\*What's the way to change the assignment?  
Working Hour/Week Change

Continue

2 Assignment

Seniority Dates

Need Help? Contact Us.

The **Assignment** section displays. In this example, we can see that the colleague currently works full-time, 37 hours per-week and the annual working duration is 52 weeks per year.

Any of these fields may be selected and edited.

ORACLE  
SB Change Assignment  
Sheleen Billing

Submit Cancel

1 When and Why Edit

2 Assignment

\*Assignment Number  
88235

Projected End Date  
dd/mm/yyyy

Full Time or Part Time  
Full time

Working Hours  
37 Weekly

Annual Working Duration  
52

Annual Working Duration Units  
Weeks

OTL Work Type  
Standard Working Hours

Additional Work Week

Context Value

Seniority Dates

Need Help? Contact Us.

In our example the user has made the following changes:

- The **Full Time or Part Time** field has been changed to Part Time.
- The employee's weekly **Working Hours** has been reduced from 37 to 15.
- The **Annual Working Duration** field has been changed from 52 weeks to 47.4 weeks to reflect term-time working.
- 1.2 has been added to the **Additional Work Week** field. This indicates that the employee will work an addition week and a day over and above the 47.4 weeks term time working.

Once all edits have been made, select the **Submit** button.

The request will be forwarded to HR for approval.

The screenshot shows the Oracle 'Change Assignment' interface for Sheleen Billing. The 'Assignment' section is active, displaying the following fields:

- Assignment Number:** 188235
- Projected End Date:** dd/mm/yyyy
- Full Time or Part Time:** Part time
- Working Hours:** 15 Weekly
- Annual Working Duration:** 47.4
- Annual Working Duration Units:** Weeks
- OTL Work Type:** Standard Working Hours
- Additional Work Week:** 1.2
- Context Value:** (empty)

The 'Submit' button is highlighted with a green box in the top right corner of the form.

That brings this Quick Reference Guide to a close.