

# 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.

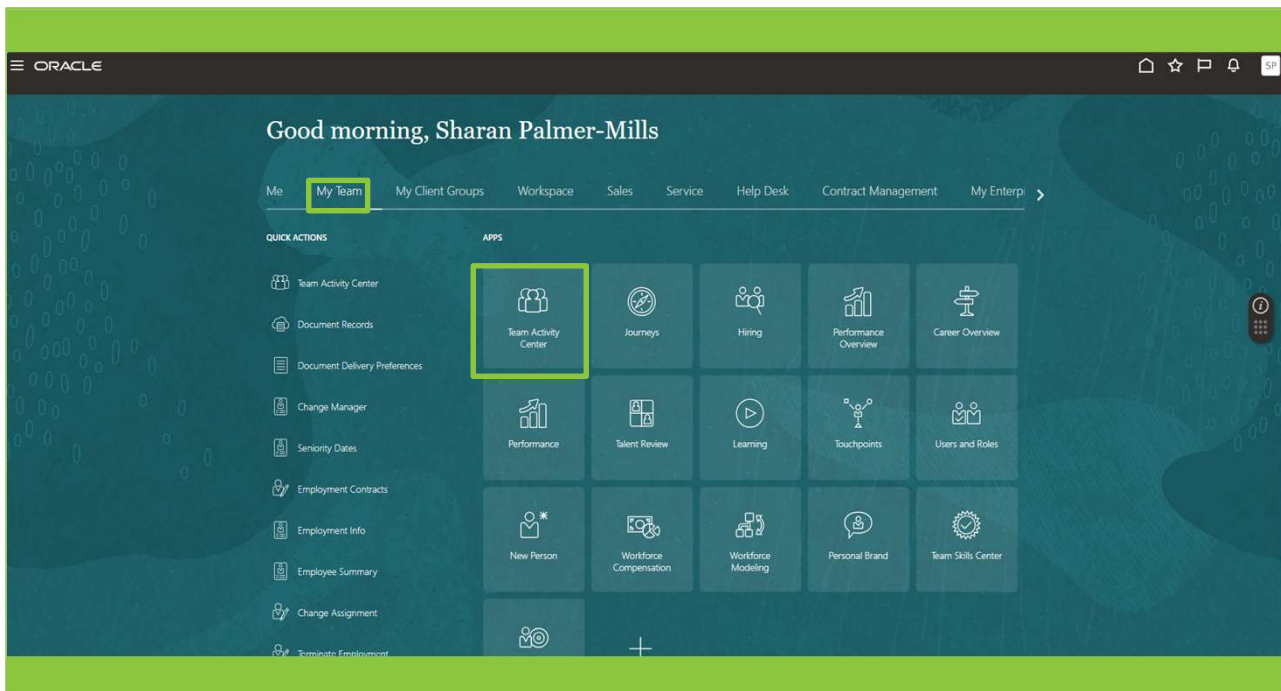
## 01

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 **Team Activity Centre** application.



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. A pop-up window will appear, select **'view more'** to open the **Quick Actions** list.

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

The screenshot shows the 'My Team Overview' page with a search bar and filters. A list of team members is displayed, including Ella Blaney, Mavis Murray, Oluwayomi Williams, and Sharan Palmer-Mills. The 'Quick actions' pop-up menu is open, and the 'Change Assignment' option is highlighted with a green box.

Page 1 / 6 of the **Change Assignment** process is displayed. Three tile options are visible. It is not necessary to select any of these tiles

Select the **Continue** button to proceed.

The screenshot shows the 'Change Assignment' process, page 1 of 6. The main content area is titled 'Info to include' for Mavis Murray, Lead Officer Level 2. It contains three toggleable sections: 'Compensation', 'Document records', and 'Comments and attachments'. The 'Continue' button is highlighted with a green box.

The **When and Why** section is displayed on page 2 / 6. Select a date for when the change is effective from.

Once you have selected the date the **What's the way to change the assignment?** field, will auto populate **Working Hour / Week Change**.

Change Assignment

2 | 6

When and why  
Mavis Murray, Lead Officer Level 2

When does the assignment change start?  
14/09/2025

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

Business Unit  
Sandwell Metropolitan Borough Council

Cancel Continue Submit

Info to Include

When and why

Position override

Assignment

Seniority dates

Need help? Contact us.

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

**Note:** 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.

Change Assignment

2 | 6

When and why  
Cogeelah Rsuhton, Lead Officer Level 2

When does the assignment change start?  
21/09/2025

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

Why are you changing the assignment?  
Working Hour Change

Business Unit  
Sandwell Metropolitan Borough Council

Action Reason Action Reason Code

Flexible Retirement SND\_FLEXIBLE\_RETIREMENT

Working Hour Change SND\_WORKING HOUR CHANGE

Working Week Change SND\_WORKINGWEEKCHANGE

Cancel Continue Submit

Info to Include

When and why

Position override

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Page 3 /5, **Assignment** section is now displayed. In this example, we can see that the employee 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.

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.

**Note:** Page 4 /5 Seniority is an auto-calculation and does not need to be filled in.

The screenshot displays a 'Change Assignment' form for an employee named Cogeeah Rsuhton, Lead Officer Level 2. The form is titled 'Assignment' and shows the following fields and values:

- Assignment Number: E63459
- Projected End Date: (empty)
- Full Time or Part Time: Part time
- Working Hours: 15
- Working Hours Frequency: Weekly
- Annual Working Duration: 47.4
- Annual Working Duration Units: Weeks
- OTL Work Type: Flexible Working Hours
- Additional Work Week: 1.2
- Annual Leave Anniversary: 01/04/2025
- S4 Completed: (empty)
- Context Value: (empty)

The 'Submit' button is highlighted in green. The form also includes a 'Cancel' button, a 'Continue' button, and a 'Submit' button. The right sidebar shows a progress indicator '3 | 5' and a list of sections: 'Info to include', 'When and why', 'Assignment', 'Seniority dates', and 'Need help? Contact us.'.

That brings this Quick Reference Guide to a close.