**Notice of Adjustments to Employee Details (NEA)**

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|  | | **Employee Name Change** |  | **Employee Status** | |  | **Remuneration** | | |  | **Relocation**  (changes in position) |
| 1. **EMPLOYEE INFORMATION** | | | | | | | | | | | |
| **Name of Department/Agency** | | | |  | | | | | | | |
| **Employee Name** | | | |  | | | | | | | |
| **RMD# number** | | | |  | | | | | | | |
| **Position Title** | | | |  | | | | | | | |
| **Division/Department/Sub-Dept** | | | |  | | | | | | | |
| **1(b) EMPLOYEE NAME CHANGE** *(marriage or deed poll certificate required)* | | | | | | | | | | | |
| New Last Name (*stated on certificate*) | | | |  | | | | | | | |
| New First Name/s | | | |  | | | | | | | |
| 1. **CHANGE OF EMPLOYMENT TERM** (status) | | | | | | | | | | | |
|  | **PERMANENT** –An appointment with no fixed end date (*can be full time or part time*) | | | | | | | | | | |
|  | **FIXED TERM**  - An appointment with a defined start and end date (*can be full time or part time*) | | | | | | | | | | |
|  | **S31 – FIXED TERM –** Technical Expert with a defined start and end date *(can be full time or part time)* | | | | | | | | | | |
|  | **CASUAL** - works irregular and intermittent hours, on an hourly pay rate | | | | | | | | | | |
| 1. **CHANGE OF EMPLOYMENT TYPE** (hours of work) | | | | | | | | | | | |
|  | **FULL TIME** – Permanent or Fixed Term full time salaried (*works a minimum of 35 hours per week*) | | | | | | | | | | |
|  | **PART TIME** - Part time salaried (*works <35 hours per week with regular hours of work*) | | | | | | | | | | |
| 1. **CHANGES TO EMPLOYEE POSITION** | | | | | | | | | | | |
| **Reason for Change:** *(please tick applicable boxes)*  New Appointment  Fixed Term Appointment Extension  Acting/Secondment  Transfer  Promotion  Leave Without Pay (4 weeks or more)  Relocation to   * Pa Enua/Rarotonga/O’seas * Other (Please state) \_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Cessation or Extension date for Current position:** | | | | |  | | |
| **Effective date/s for new position:** | | | | | | | |
| **Start Date** | | |  | | | | |
| **End Date:** | | |  | | | | |
| **New Position Title** | | | | | | | |
|  | | | | | | | |
| **Line Manager Position Title (reporting line):** | | | | | | | |
|  | | | | | | | |
| **Location of new Position** (Island) | | | |  | | | | | | | |
| **Job (Position) Band** (of New/Acting position) | | | |  | | | | | | | |
| 1. **REMUNERATION ADJUSTMENT** | | | | | | | | | | | |
| **New Job (Position)** (Grade & Step) | | | | |  | | | | | | |
| **Annual Base Salary** | | | | |  | | | | | | |
| **Market Premium** (where applicable) | | | | |  | | | | | | |
| **Total Remuneration** *(Annual Base Salary + Market Premium if applicable)* | | | | |  | | | | | | |
| **Hourly Rate of Pay** | | | | |  | | | | | | |
| **Allowances:** *(please tick applicable boxes)*  Accommodation/Housing  Higher Duties Allowance  Additional Responsibilities Allowance  Recruitment  Relocation  Management  Other (state) | | | | |  | | | | | | |
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| **Employer Superannuation** | | | | |  | | | | | | |
| **Total Gross Annual Salary** | | | | |  | | | | | | |
| **Effective Date of changes to remuneration** | | | | | | | |  | | | |
|  | | | | | | | | | | | |

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| --- | --- |
| **Attached** | **Tick** |
| Birth/Marriage Certificate (name change)/  Copy of Passport ID photo page |  |
| Letter confirming adjustment |  |
| Signed Employment Agreement (for new position or market premium) |  |
| Copy of Curriculum Vitae |  |

**REQUIRED DOCUMENTATION**

**Authorised Signatories**

|  |  |  |
| --- | --- | --- |
| **Head of Department/Agency name** | **Signature** | **Date** |
|  |  |  |

***Internal Use ONLY:***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature/date** | **Tick** |
| OPSC – Loaded to PG – HR |  |  |  |
| MFEM – Loaded to PG – Payroll |  |  |  |