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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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) [ ]  |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Employer Superannuation** |  |
| **Total Gross Annual Salary** |  |
| **Effective Date of changes to remuneration**   |  |
|  |

|  |  |
| --- | --- |
| **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 |  |  |[ ]