

HR SERVICE DESK – Managers Guidance – How to log a CONTRACT EXTENSION

This is the process for informing HR of an extension to an existing contract for the arrangements listed below. ICT will also be notified via this online form.

- Acting Up arrangement
- Secondment
- Fixed Term Contract*
- Interim (contractor/consultant/agency temp)

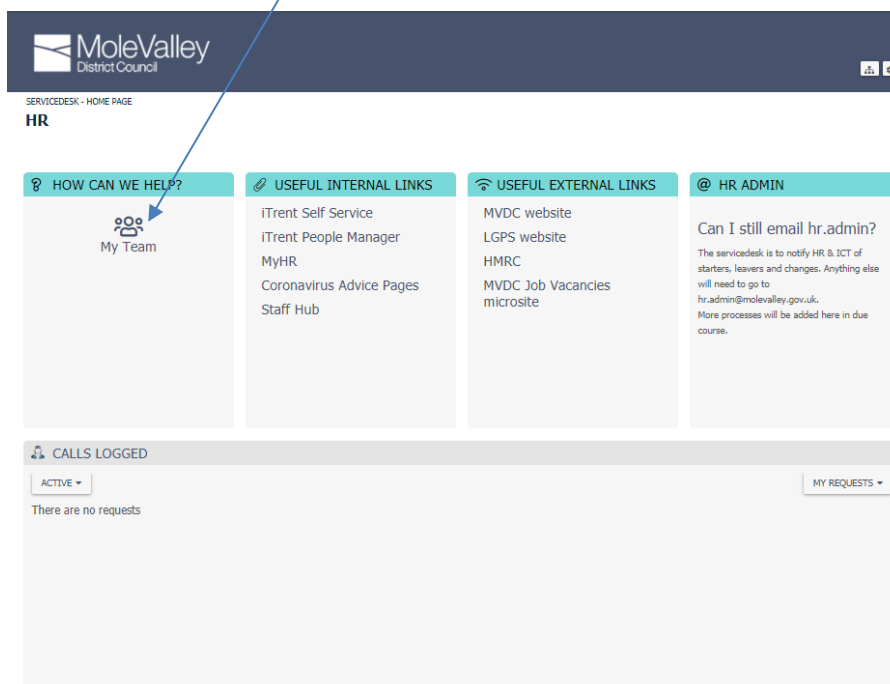
**Please read [MyHR](#) before extending a fixed term contract and contact the HR team if required. There are additional legal implications when these type of contracts run over 2 years in length.*

How to log a Contract Extension:

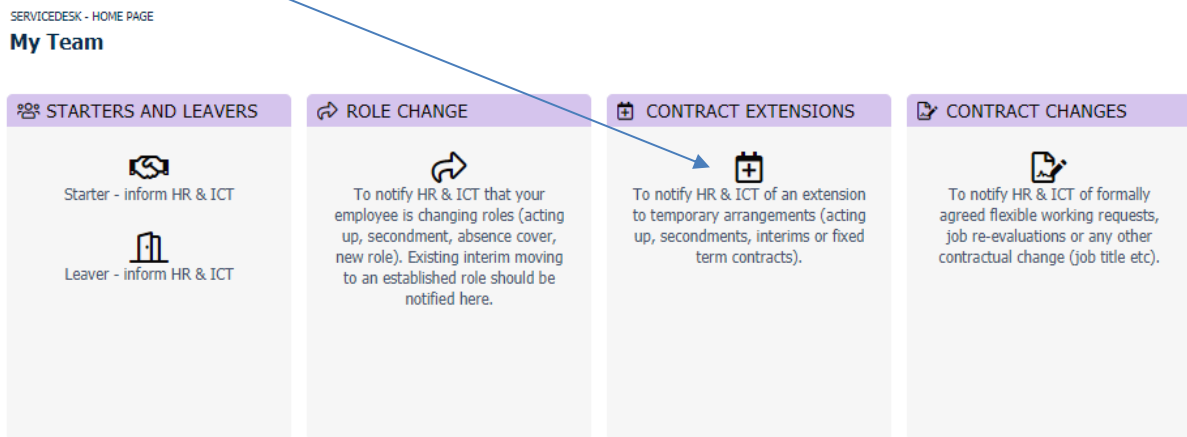
- 1) Go to the Service Desk and click on HR



- 2) Click on My Team



3) Click on Contract Extension



4) Enter the details

Contract Extensions

◀ CANCEL

Who is the change for? *

Begin typing the name

Job Title *

Business Unit *

Select contract type *

What is the new end date? *

Please refer to MyHR for information on fixed term contracts and employment rights (there are additional considerations after 2 years employment). It is advisable to seek advice from HR before extending FTCs.

This change has been approved by SLT *

Confirm

Any change must have been discussed and agreed at a collective SLT meeting. If this has not been done, contact your Executive Head. The change cannot be made until approval has been given.

Date of SLT meeting where approved *

Are there any other changes? *

Please indicate if there are any other changes that HR need to know.

FINISH

What happens after I have logged the contract extension?

You will receive a number of emails as HR and ICT work through their tasks to action your request. You may be required to provide further information on the call.

How can I check progress of my call?

You can see your calls on the portal here

SERVICEDESK - HOME PAGE

HR

HOW CAN WE HELP?

My Team

USEFUL INTERNAL LINKS

- iTrent Self Service
- iTrent People Manager
- MyHR
- Coronavirus Advice Pages
- Staff Hub

USEFUL EXTERNAL LINKS

- MVDC website
- LGPS website
- HMRC
- MVDC Job Vacancies microsite

@ HR ADMIN

Can I still email hr.admin?

The servicedesk is to notify HR & ICT of starters, leavers and changes. Anything else will need to go to hr.admin@molevalley.gov.uk. More processes will be added here in due course.

CALLS LOGGED

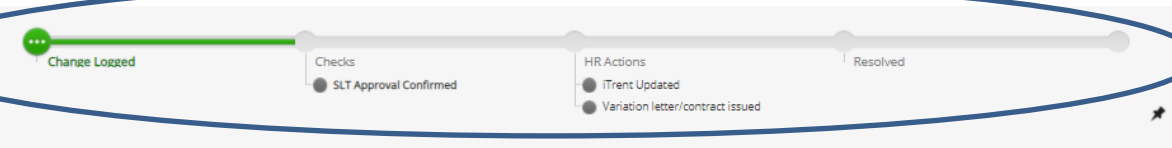
ACTIVE ▾ MY REQUESTS ▾

| | | | |
|--|-----------------------------|--|-----------------------------|
| SR00048492 Contract Extension - Sue Scott Contract Extensions | 22-06-2021 13:27:11 OPEN | SR00048454 Role Change - Secondment - Sue Scott Role Change | 21-06-2021 16:00:58 OPEN |
|--|-----------------------------|--|-----------------------------|

SERVICEDESK - HOME PAGE / MY TEAM

SR00048492

Contract Extension - Sue Scott



UPDATE ATTACH CANCEL

Post Something New...

Description

See Question section for details

Request Information

Summary Contract Extension - Sue Scott

Logged On 22-06-2021 13:27:11

[Open](#)

Questions 8

Timeline

FILTER ▾ most recently updated ▾

Sue Scott 22-06-2021 13:27:14

The green line and lists below show the actions, where applicable, so you can see what stage the call is at. The Questions section shows the answers you provided on the call and the Timeline shows completed tasks.

How do I update the case?

Whilst on the page above, you can use Post Something New to tell HR about anything on the call.



The screenshot shows a form with three tabs at the top: 'UPDATE' (highlighted with a blue underline), 'ATTACH', and 'CANCEL'. A blue arrow points from the 'ATTACH' tab down to a text input field labeled 'Post Something New...'. Below this field is a section titled 'Description' with the text 'See Question section for details'.

HANDY TIP – you can return to the homepage by clicking here:

