**Korrigere time-/månedskontrakt**

[English](#_English)

Når en time- eller månedskontrakt skal endres, må enheten sørge for at

* den ansatte er orientert om endringen
* dette skjemaet signeres av BDM og den ansatte – enten digitalt via flyt i ePhorte eller ved å skrive ut, skanne og laste opp
* signert dokumentasjon ligger lagret i den ansattes personalmappe i ePhorte

## **1. Fyll ut informasjon om kontrakten**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Ansattes fornavn |  | Ansattes etternavn |  | Ansattnummer |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Kontraktstype |  | Kontraktsperiode |  | Sekvensnummer |

## **2. Velg hvilken endring som skal utføres**

De har fire ulike endringer å velge mellom: [Endre kontraktsperiode](#_☐_Endre_kontraktsperiode), [avslutte arbeidskontrakt](#_☐_Avslutte_kontrakt), [endre grunnlønn/timelønn](#_☐_Endre_grunnlønn), [endre arbeidsland](#_☐_Endre_arbeidsland) eller [endre kontering](#_☐_Endre_kontering).

Sett kryss for endringen du ønsker, og fyll ut de tilhørende feltene.

Du kan slette endringstypene du ikke skal bruke, hvis du ønsker færre sider i dokumentet.

### **Endre kontraktsperiode**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Ny startdato |  |  | Ny sluttdato |

|  |
| --- |
| Begrunnelse: |
|  |

Signatur ansatt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatur BDM (hvis hen må signere fysisk)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Avslutte kontrakt**

|  |
| --- |
|  |
| Ny fratredelsesdato |

|  |
| --- |
| Begrunnelse: |
|  |

Signatur ansatt – eventuelt ePhortenummer på allerede innsendt oppsigelse

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### **Endre grunnlønn / timelønn**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Endringsdato |  | Lønnstrinn |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Eventuelle kronetillegg |  | Total årslønn |

|  |
| --- |
| Begrunnelse: |
|  |

Signatur ansatt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatur BDM (hvis hen må signere fysisk)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Endre arbeidsland**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Nytt arbeidsland |  | Landkode |

|  |
| --- |
| Periode: |
|  |

|  |
| --- |
| Begrunnelse: |
|  |

Signatur ansatt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatur BDM (hvis hen må signere fysisk)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Endre kontering**

|  |  |
| --- | --- |
|  |  |
| Virkningsdato |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Nytt k-sted |  | Nytt delprosjektnummer |

|  |
| --- |
| Kommentar: |
|  |

Signatur BDM (hvis hen må signere fysisk)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# English

When an hourly or monthly contract is to be changed, the department must ensure that:

• the employee is informed of the change

• this form is signed by someone with budget allocation authority and the employee - either digitally via flow in ePhorte or by printing, scanning and uploading

• signed documentation is stored in the employee's personnel folder in ePhorte

## **1. Fill in information about the contract**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| First name |  | Last name |  | Employee number |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Type of contract |  | Contract period |  | Sequence number |

## **2. Select which change to perform**

You have four different changes to select from: [Change the contract period](#_☐_Change_contract), [terminate the employment contract](#_☐_Terminate_the), [change the basic salary/hourly wage](#_☐_change_the), [change the country of employment](#_☐_Change_country) or [change cost allocation](#_☐_Change_cost).

Tick ​​the change you want and fill in the corresponding fields.

### **Change contract period**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| New start date |  | New end date |

|  |
| --- |
| Reason |
|  |

Employee’s signature

|  |
| --- |
|  |
| BDM’s signature (if it needs to be signed manually) |
|  |

### **Terminate the employment contract**

|  |
| --- |
|  |
| New resignation date |

|  |
| --- |
| Reason: |
|  |

Employee’s signature

|  |
| --- |
|  |
| BDM’s signature (if it needs to be signed manually) |
|  |

### **change the basic salary/hourly wage**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Change date |  | Pay scale |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Possible NOK supplements |  | Total annual salary |

|  |
| --- |
| Reason: |
|  |

Employee’s signature

|  |
| --- |
|  |
| BDM’s signature (if it needs to be signed manually) |
|  |

### **Change country of employment**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| New country of work |  | Land code |

|  |
| --- |
| Period: |
|  |

|  |
| --- |
| Reason: |
|  |

Employee’s signature

|  |
| --- |
|  |
| BDM’s signature (if it needs to be signed manually) |
|  |

### **Change cost allocation**

|  |  |
| --- | --- |
|  |  |
| Effective date |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| New cost centre |  | New subproject number |

|  |
| --- |
| Comment |
|  |

|  |
| --- |
| BDM’s signature (if it needs to be signed manually) |
|  |