Stellenbosch UNIVERSITY IYUNIVESITHI UNIVERSITEIT | forward together sonke siya phambili saam vorentoe

Application for an Adjustment in Cost of Employment, Work Hours or Conversion of Appointment

Department / Division:	
Date:	
Completed by:	

Background / Context

Motivation:

Adjustment of cost of employment ☐ **or Change in working hours** ☐ **or Conversion of appointment** ☐

SU Number	Name	Position number	Current remuneration	New remuneration	Fraction change	New hours	Base remuneration level	Effective Date

Supervisor: Name UT Number Telephone number

Costing or Project Allocation

Costing:

Entity	Cost Centre	Account Number	Fund Type	Transaction ID (Old Project Number)	Percentage Allocation

Costing or Project Allocation

Project Allocation:

Project Number	Task Number	Expenditure Type	Project Organisation	Contract Number	Project Fund Source	Percentage Allocation

Recommendation: ....
CHAIRPERSON / DIVISION HEAD **Date**

Approval: ....
DEAN / DIRECTOR /
DEPUTY VICE CHANCELLOR **Date**

Additional approval: ....
Signature **Date**

....
Designation **Title**

For office use:

Does the request affect employee's Leave Package? Yes

Comments:

Approval:

....
HR PRACTITIONER Date

....
HR MANAGER Date

....
CHIEF DIRECTOR: HUMAN RESOURCES Date