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| --- | --- | --- |
| HR112 | **SHIFT CHANGE** |  |

NOTES

* Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
* This form is used by Properties & Services (P&S) and the Department of Student Affairs (DSA) when changes need to be made to a staff member’s shift pattern on a permanent or temporary basis.
* This form must be submitted by the 3rd of the month.

**SHIFT CHANGE DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Staff number | Surname and first name | Current shift pattern code | New shift pattern code | Effective start date | End date  (Temporary substitutions only) |
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### AUTHORITY FOR SHIFT CHANGE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | PRINT NAME | SIGNATURE | CONTACT NUMBER | DATE |
| P&S / DSA Administrator |  |  |  |  |
| Head of Department |  |  |  |  |
| Captured by HR Administrator |  |  |  |  |

# COMPLETING A SHIFT CHANGE FORM

HR112

## When do I complete this form?

This form is used when Properties & Services or the Department of Student Affairs wish to make changes to a staff member’s shift pattern.

## Shift pattern codes

The table below lists the available shift pattern codes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shift pattern code** | **Shift pattern name** |  | **Shift pattern code** | **Shift pattern name** |
| **SCATER01** | Catering Shift A |  | **TRP-04** | Transport OFF Sun & Thurs |
| **SCATER02** | Catering Shift B |  | **TRP-05** | Transport OFF Sun & Fri |
| **SECSHF01** | Security Shift A |  | **TRP-06** | Transport OFF Mon & Sat |
| **SECSHF02** | Security Shift B |  | **TRP-07** | Transport OFF Tues & Sat |
| **SECSHF03** | Security Shift C |  | **TRP-08** | Transport OFF Wed & Sat |
| **SECSHF04** | Security Shift D |  | **TRP-09** | Transport OFF Thurs & Sat |
| **TRP-01** | Transport OFF Sun & Mon |  | **TRP-10** | Transport OFF Fri & Sat |
| **TRP-02** | Transport OFF Sun & Tues |  | **TRP-P\_A** | Transport Pattern A |
| **TRP-03** | Transport OFF Sun & Wed |  | **TRP-P\_B** | Transport Pattern B |

## Where do I send this form?

## This form should be sent

* to the Head of Department for approval
* then to your HR Administrator for capture.

#### **When do I submit this form?**

In time to reach HR Administration, Bremner Building, by the 3rd day of the month in which the change is to be made.

## What other forms do I need to complete?

None.