

# NOTIFICATION OF CHANGE IN HOURS

This form should be completed and submitted to JSS when a scheme member changes their contracted hours. If the member has become full time, please indicate accordingly. A copy should be retained for your records.

Member's name	<input type="text"/>		
Date of Birth	<input type="text"/>	NI No.	<input type="text"/>
Employer	<input type="text"/>	Location	<input type="text"/>

## Details of Change

Previous hours of  per week changing to  per week with effect from

If the change is to full time hours, please advise any additional hours\* worked since the last time a 'Part Time Service Authorisation' form was submitted:

From  To  (date before change to full time)

a total of  additional reckonable hours were worked. (If no additional hours, please indicate accordingly)

\* Only additional hours which, together with the weekly contracted hours, up to the net weekly conditioned hours (normally 37 hours per week) can count for Reckonable Service purposes. **Therefore any hours worked in excess of net conditioned hours in any single week must be excluded here**

Authorised Signatory  Date

Please return completed form to:

JSS Pensions Administration

Polaris House, North Star Avenue, Swindon, SN2 1UY Phone (01793) 411970