

Change of Part-time Percentage Form

To complete this form, you must be an authorised contact on behalf of the employer.

If not, there may be a delay in your request.

Note: We only need this information for a member born before April 1957 if the change occurred after 1 April 2014

1. Current Personal Details

Title		Sex		Date of Birth	
Surname					
Forename(s)					
National Insurance No.					
Employer Name					
Payroll Number					

2. Change of Part-time Percentage

Date of Change	Old Details	New Details
Number of paid hours per week		
Number of paid weeks per year		
Percentage of Full time required if hours or weeks have changed (Paid Hours/Full-time hours x Paid Weeks/Full-time Weeks x 100) - Full-time hours are normally 37 - Full-time weeks are nearly always 52 or 52.143 depending on the way your payroll system calculates this for pay purposes.	%	%

Form Completed By	
Date	
Position Held	

Please email the completed form to pensionforms@wiltshire.gov.uk