Please use this form to second an employee to a position within their own institution or to another institution within the University or to a position external to the University where, on completion, they will return to their original post. Please complete this form in BLOCK CAPITALS.

For internal secondments between University institutions, this form should be completed by the Faculty or Department in which the secondment will be held i.e. Host Institution. It should then be counter-signed by the Faculty or Department where the current substantive position is held i.e. Home Institution, which should also complete questions 7, 34 & 35.

For internal secondments within an institution, this form should be completed by the employee’s current Department or Faculty i.e. Home Institution.

For external secondments from the University to an external organisation, this form should be completed by the employee’s current Department or Faculty i.e. Home Institution.

For internal secondments from an external organisation to the University, please contact your School Team.

### PART 1 – SECONDEMNT DETAILS

#### Section A – Type of Secondment

<table>
<thead>
<tr>
<th>1. Type of secondment</th>
<th>Tick one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal (between University institutions)</td>
<td></td>
</tr>
<tr>
<td>Internal (within a University institution)</td>
<td></td>
</tr>
<tr>
<td>External (to an external organisation)</td>
<td></td>
</tr>
</tbody>
</table>

2. Is the secondment new or an extension of an existing arrangement?

- New [ ]
- Extension [ ]

#### Section B – Employee details

If the position was approved via RAS (and you have therefore received a CHRIS/10A form) please follow the normal new starter process (create an applicant record and record an offer) on CHRIS but do not submit the CHRIS/10A and instead complete questions 3 and 4.

| 3. RAS vacancy reference (if approved via RAS) |
| 4. Applicant number (if approved via RAS)       |
| 5. Name                                        |
| 6. Personal reference number                   |
| 7. Position reference number of position seconding from |

#### Section C – Details of secondment or extension to secondment

For officers, leave will be granted between the dates given in questions 8 and 9.

- You do not need to complete questions 8, 9 & 11 if the position was approved via RAS.
- You do not need to complete questions 13–15 if the position was approved via RAS and the corresponding details on the CHRIS/10A are correct.

| 8. Start date of secondment / extension (dd/mm/yyyy) |
| 9. End date of secondment / extension (dd/mm/yyyy)   |
| 10. Faculty / department or name and address of external organisation hosting secondment |
| 11. New position title                               |

**Internal secondments only:**

| 12. New position reference                      |
| 13. Secondment manager: position reference      |
| 14. Secondment manager: Position title          |
| 15. Secondment manager: name                    |

#### HR use only

<table>
<thead>
<tr>
<th>RTW status</th>
<th>Compliance approval received where necessary?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established Officer?</td>
<td>Increment date</td>
</tr>
</tbody>
</table>
Section D – External secondments – payment information
You only need to complete this section for external secondments.

16. Will the secondee continue to be paid through the University payroll via CHRIS?
   
   Yes (go to Section E) [ ]
   No (go to Section E) [ ]

17. If no, what arrangements for payment have been agreed? Please provide details.

Section E – Secondment salary and enhancements
You do not need to complete questions 18–20 if the position was approved via RAS.

18. Grade

19. Point on spine

20. Annual salary

21. Enhancements / Allowances / Deductions from pay

<table>
<thead>
<tr>
<th>Allowance type</th>
<th>Amount</th>
<th>Full cost code – in format shown under section F</th>
</tr>
</thead>
</table>

Section F – Secondment funding source
You do not need to complete this section if:
- the position was approved via RAS and the corresponding details on the CHRIS/10A are correct;
- or
- the secondment is external and not to be paid via the University payroll.

22. Position funding details

Research Grants

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Tsk</th>
<th>Award</th>
<th>Trans. Code</th>
<th>% of funding</th>
<th>From mm/yy</th>
<th>To mm/yy</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. AAAG/001)</td>
<td>(e.g. 01)</td>
<td>(e.g. RG12345)</td>
<td>(e.g. ABAE)</td>
<td>From mm/yy</td>
<td>To mm/yy</td>
<td></td>
</tr>
</tbody>
</table>
| Other Accounts

<table>
<thead>
<tr>
<th>Cost Code</th>
<th>Dpt</th>
<th>CC</th>
<th>SOF</th>
<th>TRANS</th>
<th>% of funding</th>
<th>From mm/yy</th>
<th>To mm/yy</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. AA</td>
<td>AABA</td>
<td>ECAA</td>
<td>ABAE</td>
<td>0000</td>
<td>From mm/yy</td>
<td>To mm/yy</td>
<td></td>
</tr>
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</tr>
</tbody>
</table>

Section G – Secondment hours and working pattern

If the position was approved via RAS then you only need to answer question 26.

Established officers only
If fewer hours are specified than the established office, it will be assumed that the officer is only to be given partial leave from their office and that, overall, their hours will be unchanged.

23. Is the secondment part-time?
   Yes (complete this section) [ ]
   No (go to Section H) [ ]

24. Hours per week

25. Working pattern

Every weekday Monday-Friday
Variable – give days worked weekly if known
Number of days per week [ ]
Specified below

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
</table>

26. If secondment hours do not match hours of substantive position please indicate whether remaining part time in substantive position.
Section H – Pre-secondment checks
27. If the position was approved via RAS and the pre-employment checks information given on the CHRIS/10A is complete and correct then there is no need for further action. If the information on the CHRIS/10A is not complete or correct or if the position was not approved via RAS then please amend the details in the CHRIS system.

Section I – Place of work
Answer question 28 if the employee will be working somewhere other than the main department or external organisation address and the position was not approved via RAS.

28. Place of work

Section J – Additional details

29. Is an honorary contract required? (clinical appointments)
Yes ☐ No ☐

30. Comments and special conditions

Section K – Checklist

Host institution
31. Has HR Business Manager / HR Adviser been consulted about this secondment?
Yes ☐ N/A ☐

32. If changing staff type, has the employee been told, via your HR Business Manager/HR Adviser, of all new terms and conditions and have they been referred to the Pensions Section for further information?
Yes ☐ N/A ☐

33. If the employee is here on a Certificate of Sponsorship has your HR Business Manager/HR Adviser consulted the Compliance Team? (The Compliance Team must be consulted in all Certificate of Sponsorship cases before the secondment is finalised.)
Yes ☐ N/A ☐

Home institution

34. Has HR Business Manager / HR Adviser been consulted about this secondment?
Yes ☐ N/A ☐

35. If the employee is an established office, has Faculty Board consent been sought and received for leave of absence under Statute D, II, 6(b)? Complete Faculty Board authorisation section below.
Yes ☐ N/A ☐

The relevant parts below must be completed to authorise this secondment before this form is submitted to HR.
PART 2 – INTERNAL SECONDMENT – HOST INSTITUTION AUTHORISATION

To be completed by the host institution for internal secondments

I authorise this appointment and confirm that the institution will meet the full cost of the secondment for the period.

Signed ___________________________ Name ___________________________

Position ___________________________ Date ___________________________

Telephone ___________________________

After completing this part, send this form to the Home Institution where the substantive post is held.

PART 3 – INTERNAL SECONDMENT – HOME INSTITUTION AUTHORISATION

To be completed by the home institution for internal secondments between institutions. Not needed for internal secondments within an institution.

I authorise this secondment.

Signed ___________________________ Name ___________________________

Position ___________________________ Date ___________________________

Telephone ___________________________

Completed forms should be sent to the HR New Appointment Team at Greenwich House, Madingley Road, Cambridge, CB3 0TX or by email to hrnewappointmentteam@admin.cam.ac.uk (if secondee is an established officer also complete final section).

PART 4 – EXTERNAL SECONDMENT – HOME INSTITUTION AUTHORISATION

To be completed by the home institution for external secondments

I agree to this secondment and (if relevant) confirm that the institution will meet the full cost of the secondment for the period specified from the funds mentioned in Section F above.

Signed ___________________________ Name ___________________________

Position ___________________________ Date ___________________________

Telephone ___________________________

Completed forms should be sent to the HR School Team Administrator at the Old Schools or the Clinical School as relevant (if secondee is an established officer also complete final section).

PART 5 – FACULTY BOARD APPROVAL

To be completed by the Chairman/Secretary of the Faculty Board or equivalent, where secondee is an established officer

For leave under Statute D, II, 6 (b), Faculty Board support must be clearly stated. Copies of the relevant minute or a letter of support from the Chairman / Secretary of the Faculty Board should be attached.

Date of Faculty Board approval ___________________________

Signed ___________________________ Name ___________________________

Position ___________________________ Date ___________________________

Telephone ___________________________