

How to...Make a Change to an Employee's Terms and Conditions through EAP

How do I make a change to an employee's current terms and conditions?

You must either submit your Change of Circumstance for consideration through [MyPKC Staff Portal](#) or complete the [Change of Circumstances Form](#) and email it to HR@pkc.gov.uk who will submit the request to your Service Management Team for approval.

Why are there two different systems for changing an employee's terms and conditions?

Following on from the success of using MyPKC Dash for Vacancy Management Approvals, we have been working on the further phases of the project. By using MyPKC Staff Portal (formerly known as MyPKC Dash) for Single Change of Circumstances, accuracy will be improved as Resourcelink information will be uploaded (making it easier for you) and your requests will be actioned more quickly.

What type of changes should be requested through [MyPKC Staff Portal](#)?

All single Change of Circumstances must be submitted via the portal –

- Accelerated Increment
- Additional Post
- Additional Responsibility Payment (teachers only)
- Career Break
- Change in Contracted Hours
- Change in Salary
- Change in Working Pattern
- Change of Line Manager
- Change of Location
- Change of Post
- Extension to Additional Responsibility Payment (teachers only)
- Extension to Fixed Term Contract/Secondment
- Extension to Temporary Higher Duty Payment/Acting Payment
- Flexible Retirement
- First Aid Allowance
- Fixed Term Contract to Permanent
- Market Supplement
- Regrading, Job Evaluation, Job Sizing
- Supply to Fixed Term Contract
- Temporary Higher Duty Payment/Acting Payment
- Visa Status

What about multiple changes, eg I have an employee whose fixed term contract is being extended and their hours increasing?

You should continue to use the [Change of Circumstances Form](#) for EAP for these multiple changes. We are continuing to work with IT to progress the project as quickly as possible.

Should I consult with the employee before submitting the form for approval?

Yes, it is important that the employee is aware that the change is being requested as, if it is approved, they will receive correspondence confirming the change.

Should I consult with Finance and my Head of Service prior to submitting the CofC for approval?

It is essential that you consult with your Finance Team and your Head of Service prior to submitting your CofC request. This will ensure that the submission is not held up for further information which may mean a delay in it being approved.

For Head teachers/Budget holders within Education & Children's Services, they should continue to liaise with their Service Manager/QIO in the first instance.

If you are using funding from other posts within your establishment, please state which posts and how many hours as this will also assist the Finance Team to confirm approval.

How will I find out if the request is successful?

The request should be considered approved unless you are contacted by Finance or HR to advise that they have not approved or part-approved your post.

Where will I find out information to help me submit the CofC?

You will find your employee's payroll number and post number on [MyView](#).

Your employee's information can be found on your Establishment List. Employees' salary scale points are not yet on MyView, therefore if you are submitting your request via email and you do not have access to your Establishment List, contact HR@pkc.gov.uk and they will be able to give you this to complete the form.

If you require any further assistance, you can contact HR Services on 75555 (option 2) or email HR@pkc.gov.uk.

If I have employees in the same post with the same change, do I need to complete a form for each employee?

No, if the change is the same for more than one employee, you can email your request using one form however you must include all relevant employees' details on the form which is submitted.

Where do I find the CofC form if I wish to request an accelerated increment for one of my employees?

The relevant form and EAP submission dates/pay cycles are located on the PKC website under [Pay Policies, Guidance and Forms](#).

Where will I find the payroll deadlines to ensure I submit my CofC on time?

The [payroll deadlines](#) for single status and teachers are available on our website.

What if there has been a restructure in my area?

Your named contact within the HR Team will provide you with a template to complete when your area is being restructured so you don't have to complete individual Change of Circumstances forms for each employee.

Things to be aware of

Please be aware that, if a submission is approved after the payroll deadline for the month, the employee may not see any change in their salary until the end of the following month.

Managers will still be required to send an email to HR@pkc.gov.uk, indicating an employee's return from Maternity Leave.

If Managers are refusing Career Breaks or Flexible Working applications, a copy of the letter confirming this to be employee must be sent to HR@pkc.gov.uk to store in the employee's personal file.

If you need any further information, contact the HR Team at HR@pkc.gov.uk.