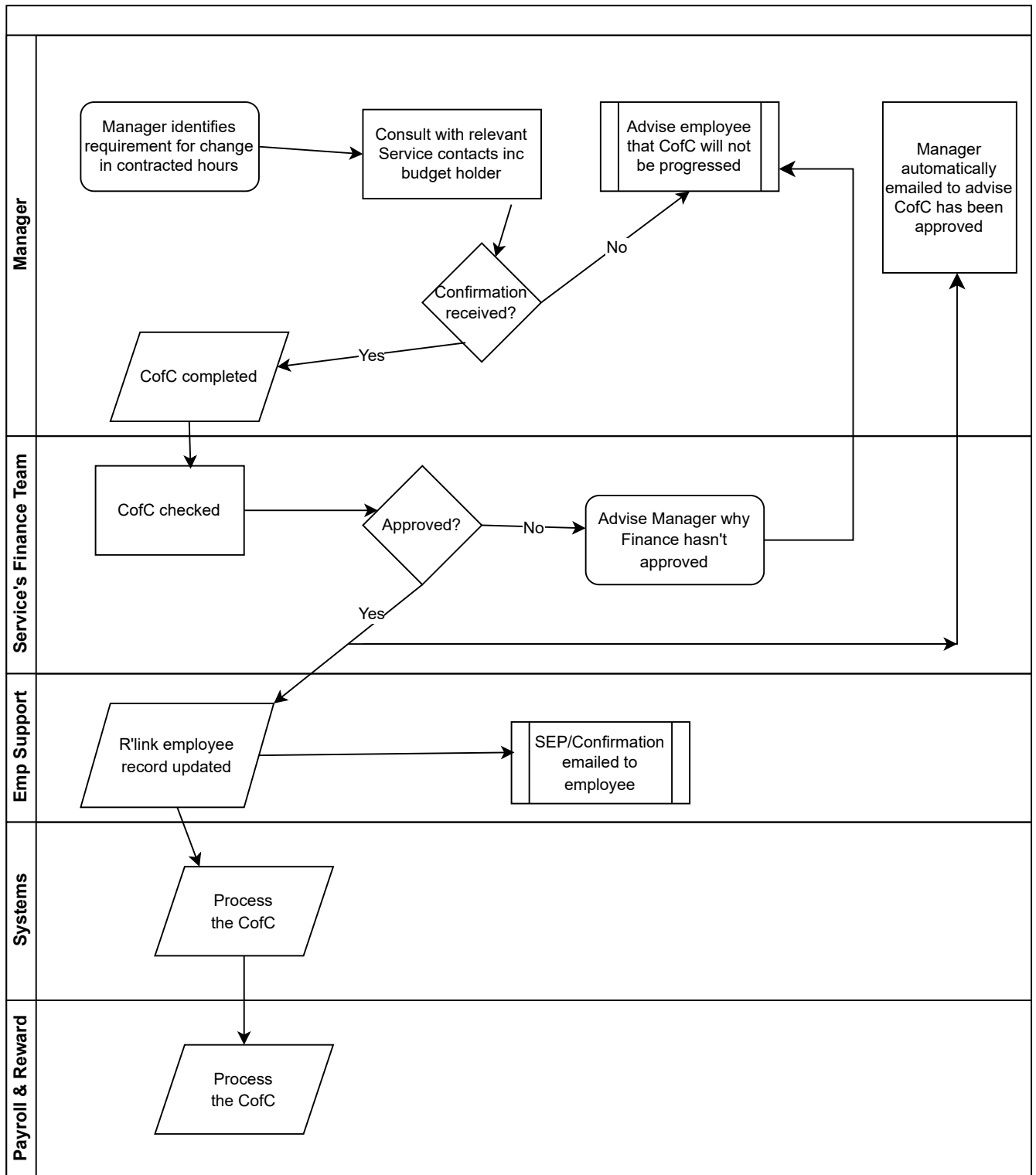


Change in Contracted Hours workflow



The request will originate with a Manager who will:

- Identify the requirement for a change in contracted hours
- Consult with employee and relevant Service contacts, including budget holder
- If the Change of Circumstance is refused within the Service, advise the employee accordingly
- If the Change of Circumstance is approved within the Service, submit a Change of Circumstance request on MyPKC Staff Portal

The Change of Circumstance request will then be submitted to the Service Finance Team who will:

- Check the request
- If the Change of Circumstance is not approved, they will advise the manager of the reasons
- If the Change of Circumstance is approved, they will authorise the request on MyPKC Staff Portal and the manager will be informed of this

Approved Change of Circumstances will then be processed by Employee Support for updating Resourcelink with the new hours and a letter/Statement of Particulars sent to the employee with the details. The MyView Team and Payroll & Reward Team will then process the approved Change of Circumstance.