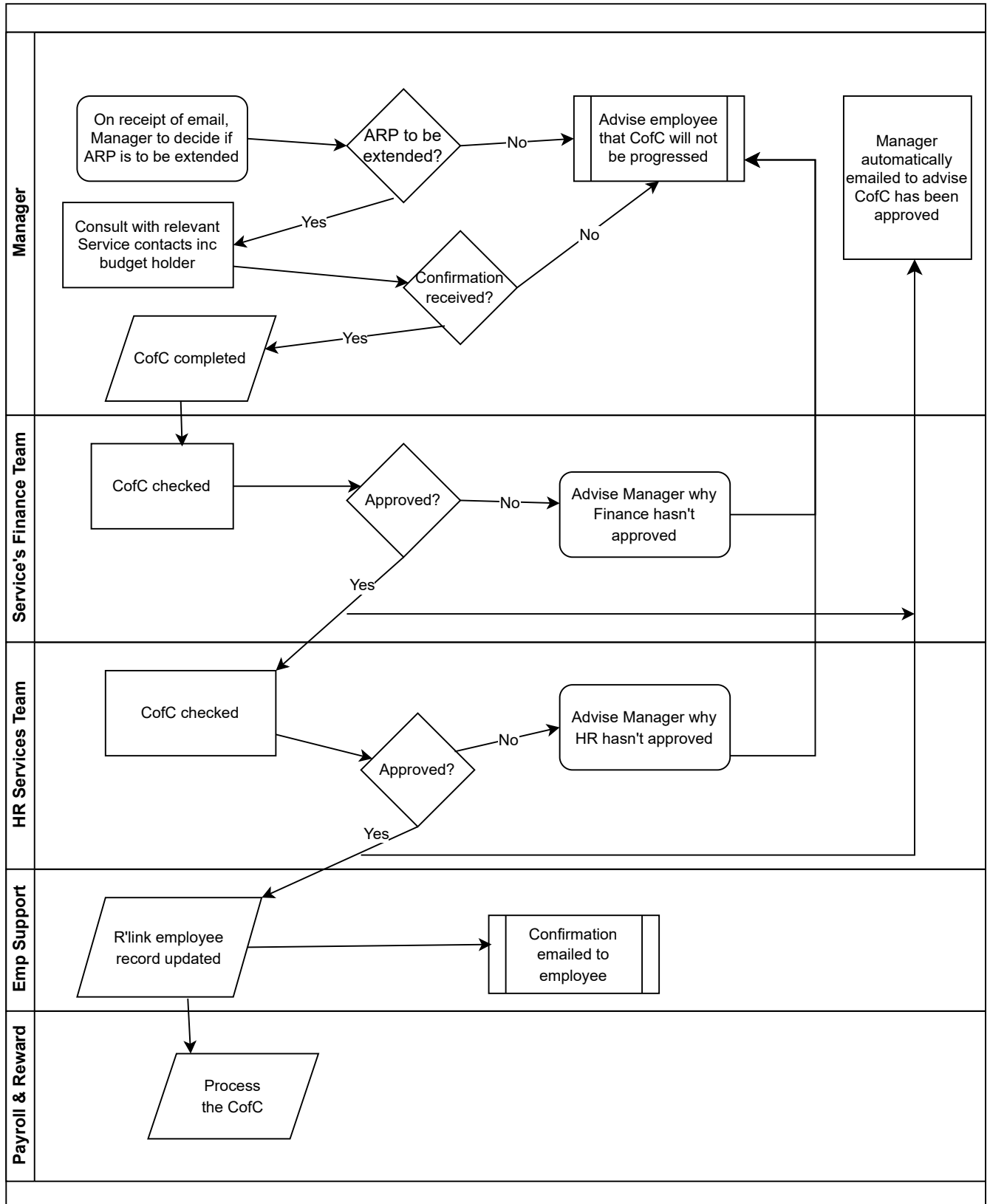


Extension to Additional Responsibility Payment (Teachers Only) workflow



The request will originate with a manager who will:

- Receive an automatic email identifying the upcoming projected end date of the payment.
- Consider whether this should be extended.
- If it is not to be extended, advise the employee accordingly.
- If it is to be extended, 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.

The Change of Circumstance request will then be submitted to HR 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 Circumstance will then be processed by Employee Support for updating Resourcelink with the new end date for the additional responsibility payment and a letter sent to the employee with the details. The Payroll & Reward Team will then process the approved Change of Circumstance.