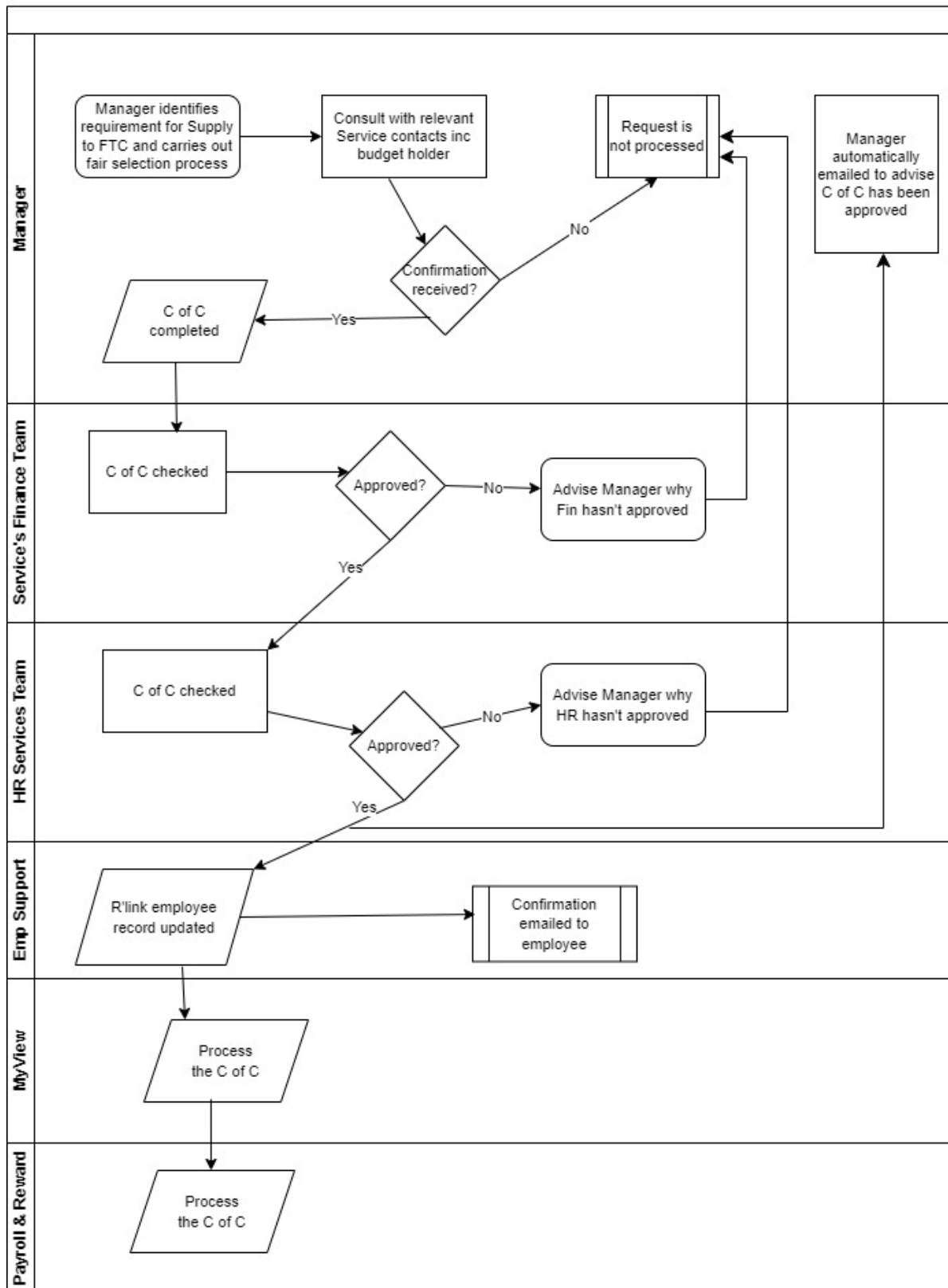


Workflow for Supply to Fixed Term Contract



The request will originate with a manager who will:

- Identify that supply to fixed term contract may be appropriate.
- Consult relevant Service contacts, including budget holder.
- If the Change of Circumstance is refused within the Service, no further steps.
- If the Change of Circumstance is approved within the Service, complete and submit the Change of Circumstance request on MyPKC Staff Portal after carrying out a fair selection process.

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 Circumstances will then be processed by Employee Support by updating the employee record in Resourcelink and confirmation emailed to the employee. The MyView Team and the Payroll & Reward Team will then process the approved Change of Circumstance.