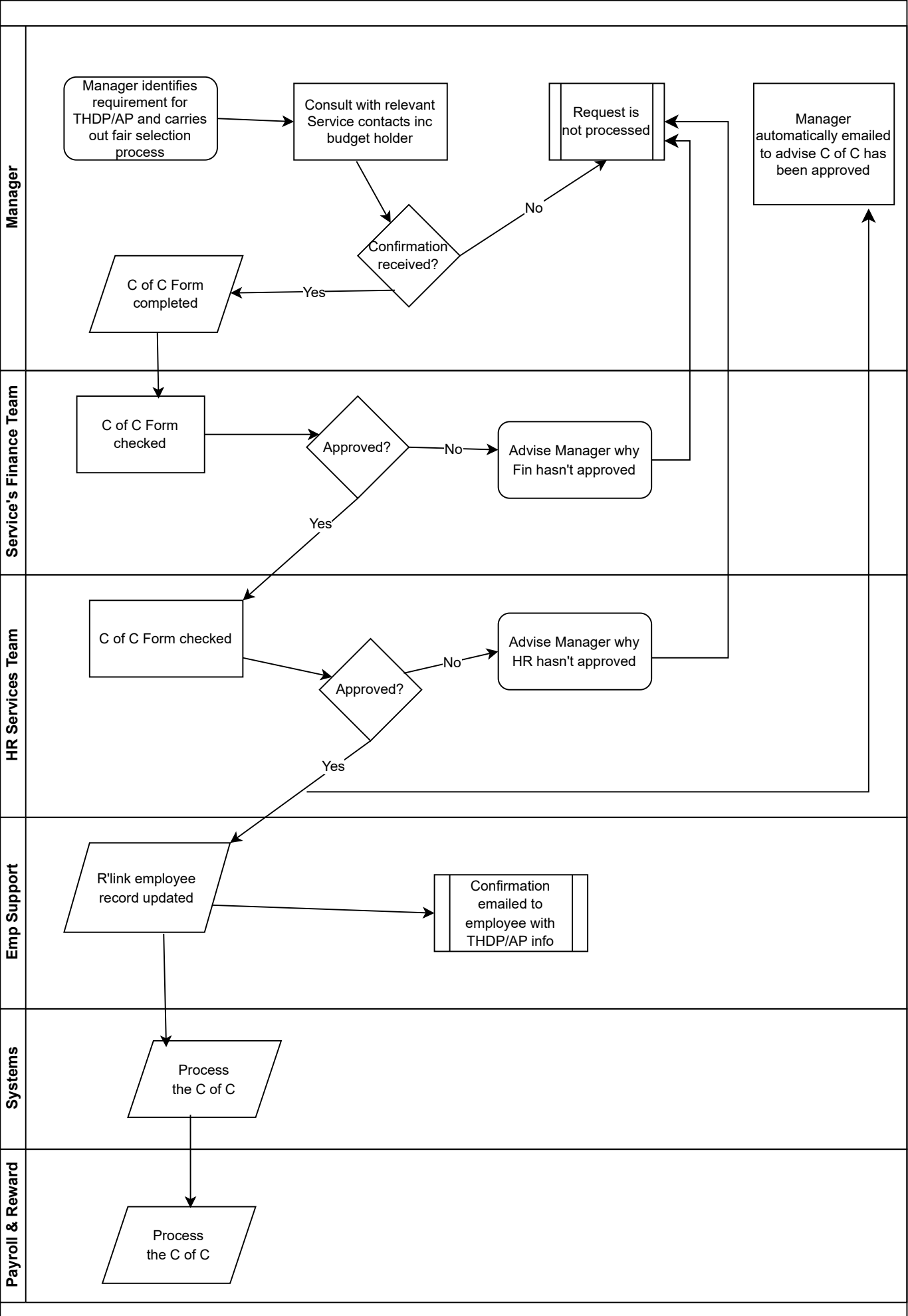


# Temporary Higher Duty Payment/ Acting Payment workflow



The request will originate with a manager who will:

- Identify that temporary higher duty payment/acting payment may be appropriate.
- Consult relevant Service contacts, including budget holder.
- If the Change of Circumstance is refused within the Service, there are no further steps.
- If the Change of Circumstance is approved within the Service, complete and submit a 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 Circumstance will then be processed by Employee Support by updating the employee record in Resourcelink and confirmation sent to the employee. The Systems Team and the Payroll & Reward Team will then process the approved Change of Circumstance.