

Guidance for Managers – HR Team Options

Options available to HR Teams:

- Approve
- On hold
- Amend
- Reject

Approve

Once your single Change of Circumstance (CofC) has been approved by your Finance Team, your HR Team will be notified and will access your CofC.

If they select **Approve**, you will receive a confirmation email.

On Hold

When your HR Team put a CofC on hold, they must complete a mandatory field to provide a reason:

Action

Action *

On hold

Approve

Amend

Reject

On hold comments *

Need to have a chat about the end date

The automatic email sent to you will include the HR Team's comments and the name of the HR employee to contact:

The CofC will remain live on MyPKC Staff Portal while it is on hold and your HR Team can then progress the CofC once they've spoken to you and resolved any issue. Once approved, you will receive the usual confirmation email.

Amend

When your HR Team amend a CofC, they must complete a mandatory field to provide a description of the amendment made:

Action

Action *

On hold

Approve

Amend

Reject

Amend comments *

Changed start date to a week later

The confirmation email will be sent to you and will include details of the amendment made by your HR Team and the name of the HR employee who made the amendment. The CofC will automatically be forwarded to Employee Support for processing.

Reject

When your HR Team reject a CofC, they must complete a mandatory field to provide a reason:

Action

Action *

On hold	Approve	Amend	Reject
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✓

Reject comments *

No need for this

✓

An email will be sent to you which will include your HR Team's comments and the name of the HR employee to contact. The CofC will no longer be available to you and will be moved into **Archives**.