

# Managers' Briefing – 12<sup>th</sup> December 2022

## EAP – Launch of Dash Phase 2 – Single Change of Circumstances

As you are aware, we moved to using MyPKC Dash for Vacancy Management Approvals some time ago now and we are all enjoying the improvements this has made to our processes, including the speed at which we can request a post to be filled on a “like for like” basis without the Recruitment Team having to transfer data onto a manual EAP process.

We can now advise that we are launching **Phase 2** of this project which extends the use of MyPKC Dash to request approval for **Single Change of Circumstances** for employees moving and changing contracts within Perth & Kinross Council.

This will improve accuracy as Resourcelink information will automatically be uploaded to Dash, therefore it will be much easier for managers to complete a CofC and there will be less scope for error. Another benefit lies in the speed at which we will be able to action a change using this format as we will no longer be bound by EAP deadlines.

Our MyPKC Dash project will go live on Monday 9<sup>th</sup> January 2023 for single Change of Circumstances.

We will email all managers w/c 12<sup>th</sup> December 2022, explaining the timeline and process for submitting their single Change of Circumstances. Further information will follow on 5<sup>th</sup> January 2023, containing links to guidance, flowcharts and videos.