

Dash – Launch of Phase 2 – Single Change of Circumstances

Email to all PKC Managers

Morning

As you are all 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.

I 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 you to complete a single 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.

From 9th January 2023, the following **single Change of Circumstances** must be submitted for approval on MyPKC Dash:

- Change in Contracted Hours
- Extension to Fixed Term Contract/Secondment
- Fixed Term Contract to Permanent
- Supply to Fixed Term Contract
- Redeployment Transfer
- Regrading, Job Evaluation, Job Sizing
- Additional Responsibility Payment
- Extension to Additional Responsibility Payment
- Temporary Higher Duty Payment/Acting Payment
- Extension to Temporary Higher Duty Payment/Acting Payment
- First Aid Allowance
- Market Supplement

PLEASE BE AWARE THAT, IF ANY OF THE ABOVE CHANGES ARE SUBMITTED VIA EAP AFTER 8TH JANUARY 2023, THEY WILL BE RETURNED TO YOU FOR SUBMITTING ON MyPKC Dash.

Further information will be emailed to you on 5th January 2023 which will include links, guidance, videos and flowcharts.

We will continue to work on Phase 3 (relating to new posts) and Phase 4 (for multiple changes) in the New Year but please continue to process these through EAP for the time being.

Thanks

Sent on behalf of Christeen Tully, HR Team Leader

Kerry