

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

## Email to all PKC Managers

Afternoon

As promised in my email of 16th December, here is further information which will allow you to submit single Change of Circumstances (CofCs) for your employees who are moving and changing contracts within the Council. This new process will make it much easier for you as Resourcelink information will be automatically uploaded to Dash, leading to less scope for error, and your request will be processed more quickly and efficiently.

From 3pm onwards on 9th January 2023, you can access Dash Change of Circumstances by logging into MyView, and selecting My People, MyPKC Dash, Single Change of Circumstances. There will also be a directory where you will find guidance and flowcharts. In the meantime, I've attached a video which takes you through the process of submitting a single CofC.

The following single CofCs must be submitted for approval using MyPKC Dash:

- Change in Contracted Hours (including work pattern changes, flexible working)
- 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\* (Teaching only)
- Extension to Additional Responsibility Payment\* (Teaching only)
- Temporary Higher Duty Payment/Acting Payment\*\* (Single Status and Teaching)
- Extension to Temporary Higher Duty Payment/Acting Payment\*\* (Single Status and Teaching)
- First Aid Allowance
- Market Supplement

\*Additional Responsibility Payments and Extensions  
Use for teaching - project work

\*\*Temporary Higher Duty Payments/Acting Payments and Extensions  
Use for single status – a higher graded post or a specific short-term project  
Use for teaching – a higher graded post

PLEASE BE AWARE THAT, IF ANY OF THE ABOVE SINGLE CHANGES ARE SUBMITTED VIA EMAIL AFTER 8TH JANUARY 2023, THEY WILL BE RETURNED TO YOU. YOU SHOULD THEN SUBMIT THEM ON DASH BY LOGGING INTO MYVIEW.

## Multiple Changes for One Employee

At this time, you will still have to submit separate CofCs via Dash for multiple changes, eg for an employee who is extending their FTC and changing their hours, you will have to submit two CofCs. We realise this isn't ideal and, going forward, we will have a system which will allow you to submit a CofC for one employee with multiple changes. We are currently

working with IT to progress this part of the process as quickly as possible. It has been decided to launch Phase 2 now as we can see the advantages for you, improving accuracy and the speed at which a CofC can be processed.

## **Multiple Changes for More Than One Employee**

You are being asked to continue to submit these CofCs through the existing EAP process.

For example:

- Employees in different posts with the same change (eg a Section moving to 2 High Street, PSAs all being extended to the same date)
- Employees in the same post with the same change
- Service reviews (employees with different posts and a variety of changes)
- Bulk uploads

## **CofCs submitted on EAP**

Your Finance Team and HR Officers will continue to progress all EAP CofCs which were submitted prior to 9th January 2023.

## **Continue Current Process**

Unfortunately, we are currently unable to facilitate Dash for the following CofCs and you should continue to process these through your current manual process:

- Agency Worker Request
- Supply Worker Request (non-frontline)
- Cash Conservation
- Progression under approved Career Grade Structure
- Removal of post from establishment
- Career Break
- Accelerated Increment
- Flexible Retirement
- Background Changes (eg change of work location, line manager, financial code, post title, post number, post-to-post reporting, cost centre)

With the cost of living continuing to rise, many staff members are experiencing financial worries so please help us support our employees' financial wellbeing by submitting HR and Payroll documentation in an accurate and timely manner.

Thanks