

Update - Dash Single Change of Circumstances

Email to all PKC Managers

Afternoon

Following on from our previous emails, we want to give you an update on the new Dash CofC process which has been in use since 9th January 2023.

Since that date, a total of 460 CofC requests have been submitted on Dash:

Communities – 63

Corporate & Democratic Services – 44

Education & Children's Services – 314

Health & Social Care Partnership – 39

It should be much easier for you to submit a CofC as Resourcelink information is being uploaded to Dash instead of you having to complete the CofC form, leading to less scope for error and a quicker process for you.

We also hope you are seeing the benefits of the speed at which changes are being processed as we are no longer bound by EAP deadlines. Indeed, there has been a significant number of requests which have been submitted and approved by Finance and HR within the same day. In order for this to happen and to avoid any unnecessary delays, you should ensure you consult with your Finance Team prior to submitting any CofC on Dash.

Please read the attached note which gives further guidance on the use of Dash.

As previously communicated, the generic email address employmentandpayroll@pkc.gov.uk **is no longer in use**. Therefore, any emails sent to this account will not be actioned. If you think you have submitted any single CofC requests to this obsolete account, please submit them on Dash. Similarly, if you have submitted any EAP requests to this obsolete account, please forward the email to HR@pkc.gov.uk. Here is [the news bulletin](#) which details the email addresses to use.

Thanks

Kerry

Dash Single Change of Circumstances – Hints and Tips

Single Change of Circumstances

Remember not to email any single CofCs to us – the only way to submit these requests is on Dash, via [MyView](#). And please don't submit single CofCs on both Dash and by email!

Extension to a Fixed Term Arrangement

If your employee has a substantive post, please explain the knock-on effect an extension will have on that post when you are asked to provide more details.

Extension to ARP

As you're aware, ARPs are to be used for teachers, not single status employees. An exception to this is if you currently have a single status employee who is in receipt of an ARP and you wish to extend this arrangement. In this instance, you should select Extension to ARP and complete the relevant fields.

THDP/AP and Supply to FTC

Please remember that the first part of the process for these two changes involves you requesting approval for the arrangement. Once approved, the CofC will be returned to you so that you can input your employee's details.

Emails

You will receive emails at every stage of the approval process so keep a look out for any which require you to access CaseViewer in order to progress your request.

Status of your CofC

Remember you can check the status of your CofC at any time by accessing [CaseViewer - MyPKC Dash](#).

More Details

When submitting a CofC, can you make use of the free text box to provide us with more details on the change.

Submission Error

We've added more guidance for you – if you submit a CofC and then discover you've made an error, you should refer to this [submission error](#) information

Person Submitting a CofC

Following feedback, in situations where the line manager is not the person submitting the CofC on Dash, the person submitting the CofC will receive confirmation emails as well as the line manager.