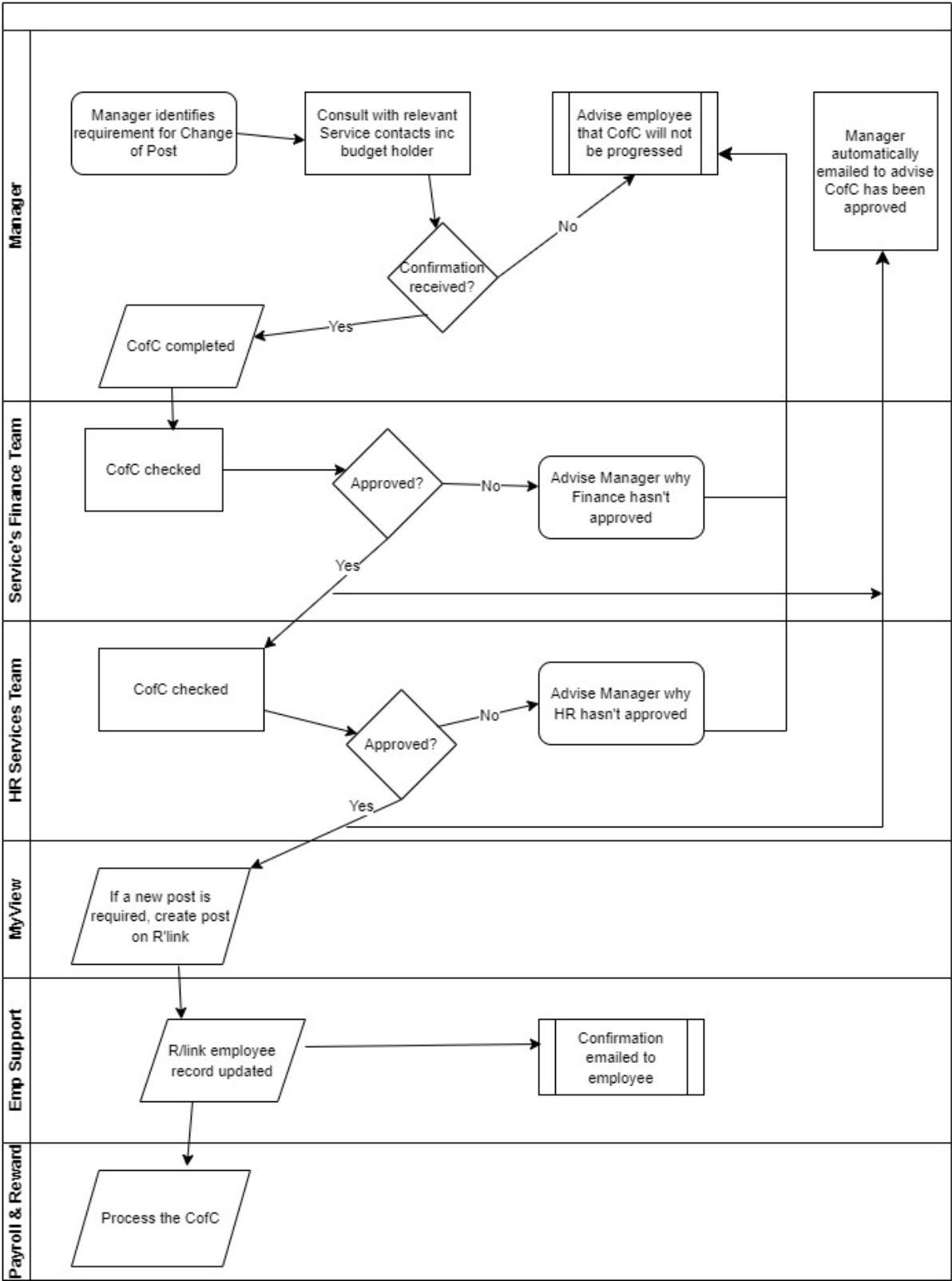


Change of Post workflow



The request will originate with a manager who will:

- Identify an employee where a change of post is required.
- Consult relevant Service contacts, including budget holder.
- If the Change of Circumstance is refused within the Service, advise the employee accordingly.
- If the Change of Circumstance is approved within the Service, submit a Change of Circumstance request on MyPKC Staff Portal.

The Change of Circumstance request will then be submitted to the Service Finance Team who will:

- Check the request.
- If the Change of Circumstance is not approved, they will advise the manager of the reasons.
- If the Change of Circumstance is approved, they will authorise the request on MyPKC Staff Portal and the manager will be informed of this.

The Change of Circumstance request will then be submitted to HR who will:

- Check the request.
- If the Change of Circumstance is not approved, they will advise the manager of the reasons.
- If the Change of Circumstance is approved, they will authorise the request on MyPKC Staff Portal and the manager will be informed of this.

The approved Change of Circumstance will then be processed by the MyView Team if a new post is required to be built on Resourcelink. The request will be forwarded to Employee Support who will amend the employee record in Resourcelink and send confirmation to the employee. The Payroll & Reward Team will then process the approved Change of Circumstance.