

Email to all Managers – 11 November 2024

MyPKC Staff Portal - Update

Change of Circumstances

We're pleased to announce the final batch of single Change of Circumstances are being added to the portal and will be available from Friday 15th November 2024:

- Change in Salary only
- Accelerated Increment
- Career Break
- Change of Location only
- Change of Line Manager only
- Visa Status
- Flexible Retirement (after approval by Strategic Lead/Head of Service)
- Change in Working Pattern only

We are currently working on:

- multiple changes for an individual; and
- a group of employees with the same change.

Until these elements of the project are complete, please continue to submit them using the Change of Circ form for EAP approval.

Please be aware that, if you submit requests on the MyPKC Staff Portal without receiving prior approval, they will be returned to you.

Thanks

Sent on behalf of Christeen Tully, HR Team Leader

Kerry

Paragraph for Introduction on the Portal

All remaining single Change of Circumstances have been added to the portal. Please see below for the full list of CofCs.

We are currently working on multiple changes for an individual and a group of employees with the same change. Until these elements of the project are complete, please continue to submit them using the paper process for EAP approval.

Please be aware that, if you submit requests on the MyPKC Staff Portal without receiving prior approval, they will be returned to you.

Jack – please replace the existing paragraph referring to Additional Post and Change of Post with the above info.