

Email to all Managers – 23<sup>rd</sup> August 2024

## **MyPKC Staff Portal - Update**

Thanks very much to the 18 managers who replied to our survey earlier this year – and thanks for all the positive feedback. It's great to know that the time and effort which is put into a new project is appreciated.

Having said that, there is always room for improvement and there are a couple of points from the responses which we have taken forward.

### **Temporary Higher Duty Payment/Acting Payment and Supply to Fixed Term Contract**

We have reviewed the processes for THDP/AP and Supply to FTC and removed the extra 'loop' of approval so requests will now flow:

Manager > Finance > HR Officers > Employee Support > Payroll & Reward.

To allow us to implement these changes, any new requests for THDP/AP or Supply to FTC are unable to be submitted until Friday 6<sup>th</sup> September. All existing requests on the portal will also require to be progressed during this time so please ensure you have no outstanding actions.

### **Change of Post and Additional Post**

These two new requests will be added to our existing options on the portal, allowing you to submit requests for your employees if they are changing post or starting an additional post either within your team or elsewhere in the Council.

### **Redeployment Transfer**

The 'Redeployment Transfer' option will no longer appear as a standalone change of circumstance - it will be incorporated into the new 'Change of Post' request.

The above amendments will be effective from **Friday 6<sup>th</sup> September 2024**.

Therefore, the last day for submitting Change of Post and Additional Post requests to the EAP will be Thursday 5<sup>th</sup> September.

**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