

Email to all Managers

Launch of Phase 3 – Vacancy Management Approvals for New Posts

As you are aware, we use our MyPKC Staff Portal for Vacancy Management Approvals (like-for-like posts) and Single Change of Circumstances, and we are all enjoying the improvements this has made to our processes.

We can now advise that we are launching Phase 3 of this project on **Thursday 31st August** which will extend the use of the MyPKC Staff Portal to Vacancy Management Approvals for advertising all posts. Therefore the last day of submitting vacancy requests to the EAP will be Wednesday 30th August.

Similar to Phase 1 (like-for-like posts) and Phase 2 (Change of Circumstances), you must receive approval from your SMT/Service Manager/Budget Holder/Finance Team **before** submitting any requests.

Once you submit your request to advertise your new post on the MyPKC Staff Portal, the stages will be: Manager – Finance – HR – Systems – Manager – Recruitment Team.

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