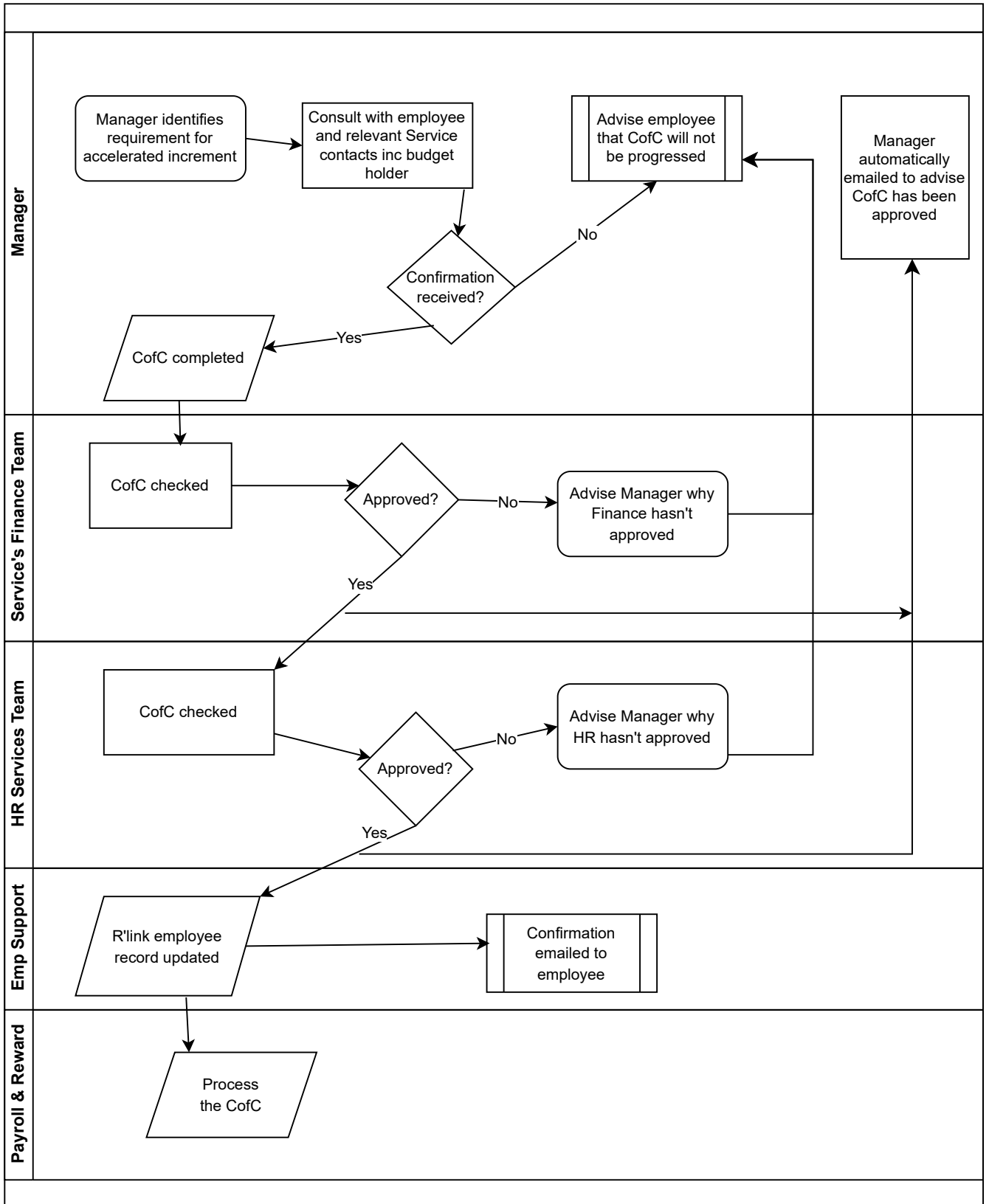


Accelerated Increment workflow



The request will originate with a manager who will:

- Identify requirements for a Change of Circumstance
- Consult with the employee and relevant Service contacts
- 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 Dash 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 Dash and the manager will be informed of this

Approved Change of Circumstances will then be processed by Employee Support, and Payroll & Reward Team, before a confirmation email and Statement of Employment Particulars (if relevant) is sent to the employee, with a copy to the manager.