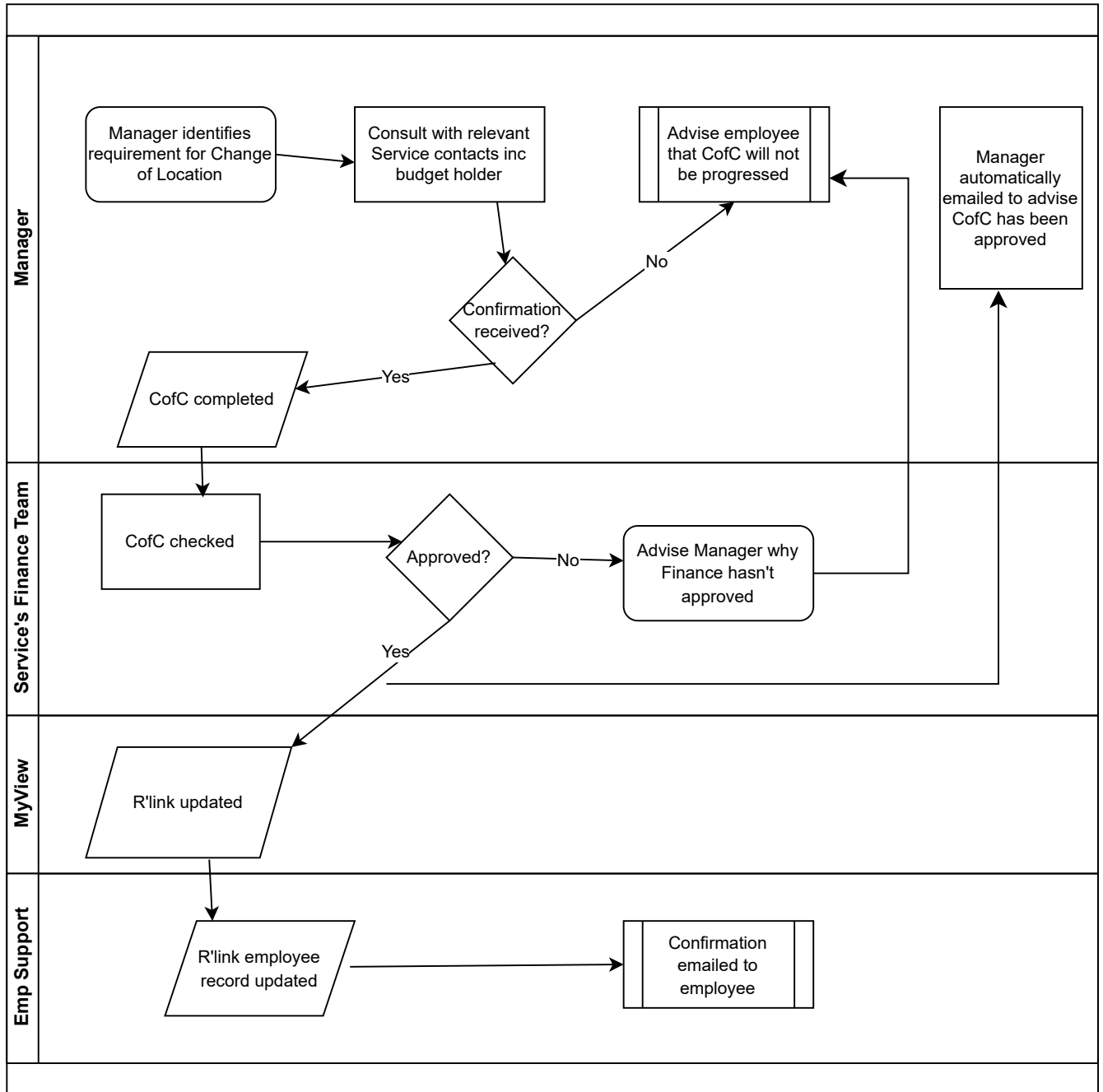


Change of Location workflow



The request will originate with a manager who will:

- Identify the requirement for a change in location
- Consult with employee and 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

Approved Change of Circumstances will then be processed by MyView who will update Resourcelink and then Employee Support will update the employee's record on Resourcelink with the new location and a confirmation email will be sent to the employee.