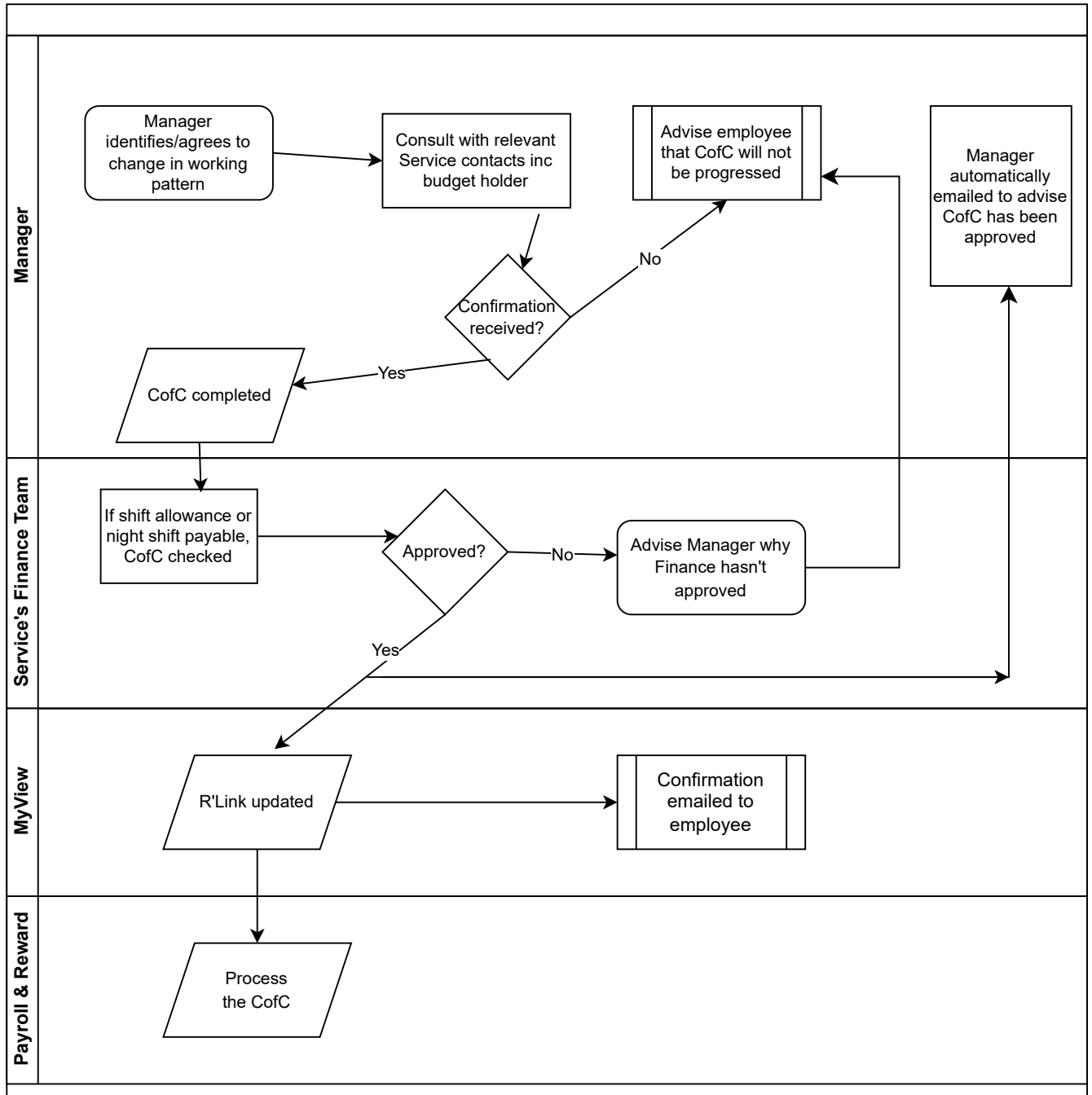


Change in Working Pattern workflow



The request will originate with a manager who will:

- Identify that a change in working pattern has been agreed.
- Consult relevant Service contacts, including budget holder.
- If the Change of Circumstance is refused within the Service, no further steps.
- If the Change of Circumstance is approved within the Service, submit a Change of Circumstance request on MyPKC Staff Portal.

If shift allowance or night shift will be payable, the Change of Circumstance request will then be forwarded to the Service Finance Team and they 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.

If shift allowance or night shift is not payable, the Change of Circumstance request will bypass the Service Finance Team.

The request will then be processed by MyView who will update the employee record in Resourcelink and email confirmation to the employee. The Payroll & Reward Team will then process the approved Change of Circumstance.