

Email to all Managers – 18 February 2025

## MyPKC Staff Portal – the final stage

Afternoon

We are delighted to announce that we have reached the final stage of our portal project and, with effect from Monday 24<sup>th</sup> February, any requests for a single employee with multiple changes must be submitted on the portal via a change of circumstance - [Change of circumstances request - MyPKC Staff Portal](#). There are six options available to you for this multiple change option:

- Additional Post (existing post)
- Change of Post (existing post)
- Ext to FTC/Secondments
- Change in Contracted Hours
- Change of Line Manager
- Change in Salary

You should access the portal in your usual way and, on the first screen, you will be asked if your request is for a single employee with multiple changes on the first screen. Your employee's number and post number will be required and then just work your way through the questions as usual. **All options within the one request must have the same start date – please submit separate requests if you require different start dates.** Please be aware that Finance and HR Teams will progress your request in its entirety, therefore, if they need to reject one of the options, then the entire request will be rejected.

### Bulk spreadsheet

We understand that there will be occasions when your area or team will be undergoing a restructure. Your Senior HR Officer will submit a bulk spreadsheet once they have your Finance Team's approval therefore there will be no requirement for you to submit individual change of circumstances for your employees in this instance.

### EAP

As from Monday 24<sup>th</sup> February, the EAP will no longer exist.

**We want to avoid any delays when processing your requests, so please be as clear as possible within your submission, and make use of the details section to give us further information - this will hopefully avoid us having to contact you with queries.**

Thanks

*Sent on behalf of Christeen Tully, HR Team Leader*

Kerry