Staff Connect
Self Service User Guide
Request to Vary

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Contents

OVERVIEW

The **Request to Vary** online form is available through **Staff Connect** and can be used by **supervisors or line managers** to request a variation to an existing staff members working arrangements.

Three types of variations can be requested using this online form:

- Location Change
- Reporting Line Change
- Work Pattern Change (Date Effective)

NOTE: Location and reporting line changes will be applied when the request is approved. Work pattern changes are date effective.

Quick Start

The following steps are a basic guide to creating and submitting a Request to Vary form:

1. ****IMPORTANT**** Log into Staff Connect and **reselect** the employee for whom the Request to Vary form is being created.
2. Create a new Request to Vary form by following the links:
    Dashboard → My Forms → Request to Vary
3. Select any of the following options:
    a. Reporting Line
    b. Location
    c. Work Pattern
4. Click Next
5. For **Reporting Line** select the staff member's new supervisor.
6. For **Location**, select the new location where the staff member will be working.
7. For **Work Pattern**
    a. select either **Standard Full Time Hours or Other**
        i. For the "Other" option, please provide the work pattern (**Full time or Part time**)
    b. Select the **effective date** indicating when the new work pattern should **take effect.**
8. Click Next
9. For Work Pattern changes, select the work pattern **end date**. If the work pattern change is **permanent** leave the end date **blank**.
10. Check the Submit checkbox and save
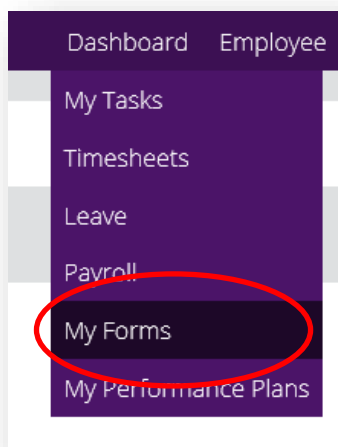11. **Submit** form for **approval**.

1. SUBMITTING A REQUEST TO VARY FORM

To create a new Request to Vary request in Staff Connect:
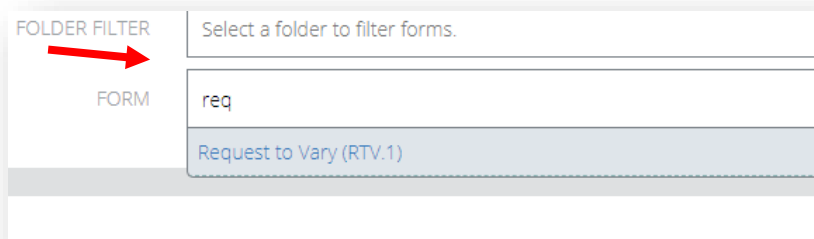
1. Reselect the employee by clicking on the avatar below your user name.
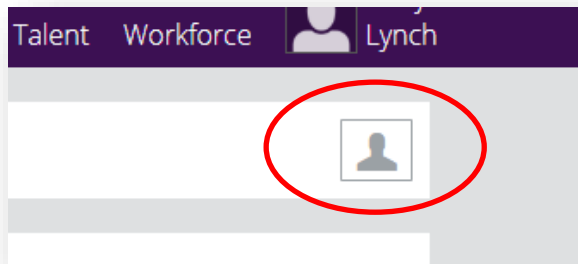
2. Select **My Forms** from the **Dashboard** dropdown menu.

3. Click the **+Add** button

4. Start typing **"Request to Vary"** in the **bottom search bar**.

5. Select the **Request to Vary** form from the search result list

6. Click **Next**

    Note: If you receive this error it means you skipped step 1

Error.
You cannot raise this form as unable to determine the workflow ruleset; No default 'self' ruleset is specified in Business Rule 02849.

7. Select the **variations** you would like to request.

VARIATION DETAILS

If an Academic Pathway change is required please raise the Academic Pathway form.

QUESTION	YES	NO
Reporting Line	●	○
Location	●	○
Work Pattern	●	○

8. Click next.

9. Type the name of the **supervisor** in the staff members new reporting line.

REPORTING LINE

The reporting line change will take effect immediately following approval

Note: Changes to reporting lines do not update the organisational structure. For changes to the organisational structure please contact HR at ext 4222.

New Supervisor

RESPONSE   ENDERS, Anthony B (300000)   🔍

10. Select the new working **location**.

New Location

RESPONSE   Adelaide (8)   🔍

11. Select the work pattern **effective date** and **change type**

WORK PATTERN

Date Effective

RESPONSE   31 May 2018   📅

Change Type

Standard Full Time Hours: Monday to Friday, 7 hours per day

Other: Nominated days and hours, full or part time.

Note: Work patterns affects leave requests, application of public holidays.

RESPONSE   Standard Full Time Hours ▾

12. Click Next

13. Update the **work pattern** by clicking on the row in the **New Work Pattern** grid

Note: Two week work patterns are supported.

14. Click Save

15. Select the work pattern **end date**. If the work pattern change is **permanent** leave the end

16. Check the Submit checkbox and save

17. **Submit** form for **approval**.

2. COMMON TERMS

Variation

Change to current working arrangements set out in the employment contract

Reporting Line

Supervisor and management within a business area

Standard Full Time Hours

Monday to Friday, 7 hours per day.

Effective Date

Date at which the new work pattern will take effect in the payroll system.

Workflow

Automated approval steps, usually supervisor or management up line.