How to request the conversion of employment status?

01

Initiate Service One request

The Manager/delegate submits a Vacancy Management Review Group (VMRG) request for conversion of employment status through Service One to initiate the conversion process. It is mandatory to attach a copy of the revised Position Description to the request; this should be on the current template.

The requestor can view the status of the request through the Service One portal under *My Requests*.

02

Approval flow

The Service One request flows through an approval chain where the conversion is approved or denied. Approvers:

People and Culture → Budget Owner → Finance → VMRG Delegate

NB. If the request is denied the Manager will receive an email from Service One.

03

Background checks and employment agreement

People and Culture collect all required checks and clearances from the employee to ensure compliance. At this stage, People and Culture also issue the employment agreement.

04

Review and accept new employment agreement

The employee reviews and accepts the new employment agreement in Workday. They also need to action any requests from P&C in relation to compliance documentation, e.g. National Police Certificate.

A notification is sent to the Manager and employee in Workday to confirm the employment agreement has been accepted.

NB. Access to Flinders University systems may be affected if the new employment agreement is not accepted by the employee prior to the end date of the current employment contract.

05

Complete conversion of employment status

At this stage, People and Culture close the Service One request.

A notification is sent to the Service One initiator to confirm the completion of the request.

Now your staff member has a different employment status.

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