

How to request the conversion of employment status?



Initiate Service One request

The Manager submits a Vacancy Management Review Group (VMRG) request for conversion of employment status through <u>Service One</u> to initiate the conversion process.

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

Approval flow

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

People and → Budget Owner → Finance → VMRG Culture member

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

New employment agreement issued

Once approved, Employment Services action the conversion and issue a new employment agreement in Workday.

Review and accept new employment agreement

The Employee reviews and accepts the new employment agreement in Workday.

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.



Complete conversion of employment status

At this stage, Employment Services 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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