

How to request a higher duties allowance for an employee



Initiate Service One request

The manager initiates a higher duties allowance request through Service One.

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

People and Culture approval

If the higher duties allowance is for a period in excess of three months, the request requires the approval of the College/Portfolio People and Culture business partner.

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

Employee accepts higher duties

The employee reviews and accepts the higher duties allowance in Service One.

Budget owner approval

The budget owner reviews and approves the higher duties allowance in Service One.

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

Complete higher duties request



Once approved, People and Culture, Employment Services action the compensation change in Workday and close the Service One request.

A notification is sent to the Service One initiator to confirm the request has been finalised.



Now the employee will be paid a higher duties allowance for the specified period.