How to request a higher duties allowance for an employee

01. **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.

02. **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.

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

04. **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.

05. **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.