



Australian News Channel Pty Ltd

4. Variation Process

19 August 2020

4.1 Variation Process

#	Description	Responsible	System	KPI/Turnaround
1	Process Job Change	Manager	Workday	7 BDs before effective date
2	Review Job Change	Finance (Payroll)	Workday	3 BHs
3	Approve Job Change	Head of HR	Workday	3 BHs
4	Business Partner Approval	Finance (FP&A)	Workday	3 BHs
5	Budget Approval	Finance (FC)	Workday	3 BHs
6	Payroll is Notified Through Workday and Prepares Draft Variation	Finance (Payroll)	Workday / MS Word	1 BD
7	Review of Variation (Finance provides)	Manager	Email / PDF	3 BHs
8	Approval and Signing of Variation (Finance provides)	Head of HR	Email / PDF	3 BHs
9	Variation Sent to Employee	Finance (Payroll)	Email	3 BHs
10	Receive Signed Variation from Employee, File in Workday	Finance (Payroll)	Workday	3 BHs



End.