What needs salary approval?

HRIS SUPPORT CENTRE

Process/task	First level (department) approval	Second level (Payroll) approval
New starters (including allowances added before they have been processed in CorePay)	✔	✖
New appointments (including variable hours and regradings)	✔	✔
Agency workers and other non employees	✔	✔
Allowances	✔	✔
Amending multiplier (e.g. for change of hours, sick leave half or no pay)	✔	✔
Additional increment(s)	✔	✔
Maternity leave return (where pay has changed)	✔	✔
Unpaid leave	✔	✔
Changing personal data	✖	✖
Changing job title	✖	✖
Changing place of work	✖	✖
Contract extensions	✖	✖
Funding changes	✖	✖
Ending allowances	✖	✖
Maternity leave start	✖	✖
Leavers	✖	✖