

Initiating an Account Code Amendment Form

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Initiating an Account Code Amendment Form

A form can be initiated by an active fixed term or continuing employee for themselves or another employee within their area. Alternatively it can be initiated by the School Budget user list member within your area who is also the approver for any account code changes.

1. Navigate to Create a HR eForm in PeopleSoft from U.780 0 780 [v

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- Go the Account Code table and complete all fields as required or enter the full account code (including non-changeable fields) in the Fast Entry field.
- To add a new row for multiple funding sources click on the Plus icon.

Note: A maximum of 5 account code splits is allowed.

- 8. The Proposed Effective Date will pre-populate with the start of the current pay period. The effective date cannot be prior to this date. To update the proposed effective date, dick on the Calendar icon next to the field and select the required date. The effective date may be required to be updated when processed depending on when the form is submitted. You will be notified of this via email once the form has been processed.
- To attach a file, please refer to the <u>Attaching a File Quick</u> Reference Guide
- **10.** Comments can be added in the Your Comment box if required.
- 11. Click Submit
- 12. Answer Yes to the form message.
- 13. The Visualiser will be displayed. The visualiser will show you what steps have been undertaken and where the task is currently sitting. A form will workflow to HR, if the following conditions are met:
- 1. Category 2 Research Only; and
- Position is predominately funded by the ARC and changing to something else; or
- Position is predominately funded by the NHMRC and changing to something else; or
- 4. Currently not funded by either ARC or NHMRC and changing to ARC or NHMRC.
- 14. To check the statusoofheck the sta4

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the online enquiry form or view CRAFT FAQs.

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