

Approving an Account Code Amendment eForm

Action Required: Account Code Amendment Approval Required Please review your work list for an account code amendment which requires approval for the following employee: Employee ID, Employee name Position Details - Position Number, position title eFormID - eFormID If you have any enquiries relating to this matter, please contact the HR Service Centre on 8313 1111 or hrservicecentre@adelaide.edu.au. If you are accessing this from outside the University network, please use Staff Services Online. Kind Regards, Human Resources Human Resources Branch - Partnering in Performance The University of Adelaide, AUSTRALIA 5005 Ph:+61 8 8313 1111 Fax: +61.8 8313 4353 e-mail: hrservicecentre@adelaide.edu.au Visit the Human Resources website to find information, forms, policies and the latest HR

Evaluate an Account Code Amendment Step 1 of 2: Review Account Code Data Name Position Title Employee ID AssorDir Bus Planning&Analysis #Erorm ID 49938 Classification Senior Manager Level 1 Department Financial Services Exmt.Code GL.Dept # assigning an account code triked to another department, please ensure you have falsed with the appropriate delegate and obtained their approval to access funds before submitting this form. 99999999 Q Balance Sheet Project 100:00 ± = Total % 100.00 08/08/2015 Add File Attachment Approve Withdraw Your Comment:

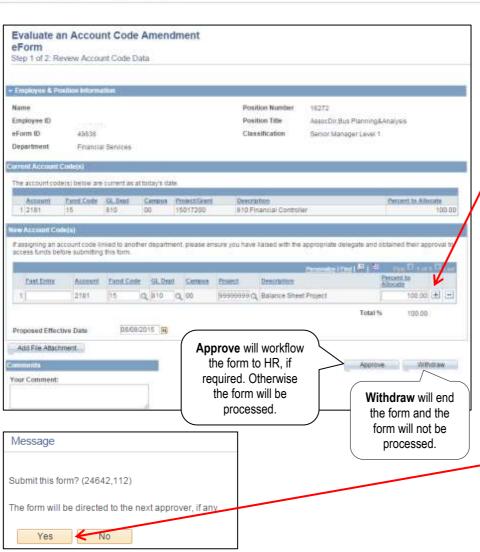
Approve/ Withdraw an Account Code Amendment

- Approver receives an Account Code Amendment Approval Required email notification.
- Click on the Employee Name link in the body of the email.
- The eform is displayed.
 - Review request from initiator

HR eForms	Account Code Amendment - Quick Reference Guide - Upload Document	Effective Date:	16 September 2015	Version 1.0		
Authorised by	Associate Director, Client Services	Review Date:	16 September 2018	Page 1 of 3		
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- To change the account code, navigate to the New Account Code (s) section. The only fields which can be changed through this form are:
 - Fund Code
 - GL Dept
 - Project

If the account code or campus are required to be changed, please contact the HR Service Centre and they will direct you to the correct process for this to occur.

 To add a new row for multiple funding sources click on the Plus icon.

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

- 7. The Proposed Effective Date is the date which the change will be made active in the system. This can be changed if not correct by clicking on the Calendar icon and selecting the appropriate date.
- To attach a file, please refer to the <u>Attaching a File Quick</u> Reference Guide
- 9. Comments can be added in the **Your Comment** box if required.
- Click Approve or Withdraw.
 Note: If withdrawing a form, a comment is required to record why this action was taken.
- .11. Answer **Yes** to the displayed form message.





- 12. 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:
 - The employee's classification is a Category Research Only; and
 - 2. 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
 - Currently not funded by either ARC or NHMRC and changing to ARC or NHMRC.

To check the status of any forms submitted, refer to the (insert hyperlink for updated QRG)

Further Information

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

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