Approving an Account Code Amendment eForm

Approve/ Withdraw an Account Code Amendment

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

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5. 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.

6. 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.

8. To attach a file, please refer to the Attaching a File Quick Reference Guide

9. Comments can be added in the **Your Comment** box if required.

10. 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.

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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:
    1. The employee's classification is a Category Research Only; and
    2. Position is predominately funded by the ARC and changing to something else; or
    3. 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.

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 online enquiry form or view CRAFT FAQs.

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