

# Change an Account Code in CAPS

## Introduction

Casual Coordinators can amend the following from the **Review & Manage Existing Casual Engagements** tile once the casual staff member has completed the onboarding process:

- Account Code
- Supervisor
- Timesheet Validator

The request for the termination of an engagement is also managed in this section.

## Procedure

1. Click on the **Review/Manage Existing Casuals** tile. (The screenshot below is not current)



2. Search for the casual staff member using the Employee ID field or name.

**Review/Manage Existing Casuals**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Engagement ID begins with

**Employee ID begins with**

First Name begins with

Last Name begins with

Preferred First Name begins with

Department begins with

Engagement Type =

Start Date =

Expected End Date =

Status =

Case Sensitive

**Note:** You can also search using the status field or just click on Search to reveal the full list of casuals.

3. Select **Change Account Code**.

4. When you select **Change Account Code** the current account details will be displayed on the amendment form.

You can change the account details by overwriting the existing entries.

Enter the effective date to when the change is to commence.

- 5. If you need to split the costs over multiple lines, click + icon to add a new row.

access funds before submitting this form.

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Description	Percent to Allocate		
1	2021	22	284	01	62115489	15USDept of Energy_470006_Zirc	100.00	+	-
<b>Total %</b>							100.00		

Proposed Effective Date: 31/03/2018

- 6. Enter the new account details into the new line. Remember to adjust the Percentage to Allocate.

**New Account Code(s)**

If assigning an account code linked to another department, please ensure you have liaised with the appropriate delegate and obtained their approval to access funds before submitting this form.

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Description	Percent to Allocate		
1	2021	22	284	01	62115489	15USDept of Energy_470006_Zirc	50.00	+	-
2	2021	22	284	01	33000101	CSIRO Revenue	50.00	+	-
<b>Total %</b>							100.00		

- 7. Add any comments required as justification for the change and click Submit.

Add File Attachment

**Comments**

Your Comment:

- 8. The form will workflow through to the Approver for review.

## Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)