|  |
| --- |
| Please use this form to change where salary charges are costed to and forward completed form to payroll@ecu.edu.au for processing. Dates in this form refer to actual calendar dates (not financial periods). Payruns are imported to the financial system on the payrun end date in the financial period that the payrun end dates falls in (except for the last pay in December which is split). Changes requested in this form will reflect in the pay period processed after this form has been received by payroll.  |
| **Change details** |
| Salary Account School/Centre | Select school/centre |
| Permanent change |[ ]  Start date | *Change effective date* Enter a date. |
| Temporary change |[ ]  Start date | Enter a date. | End date | Enter a date. |
| ***Please note:*** These changes will be retrospective if the start date has passed. The start date for changes cannot be less than 1 January of the current year.  |
| **Employees to be changed**  |
| Enter first and last name | Enter first and last name | Enter first and last name | Enter first and last name |
| Enter first and last name | Enter first and last name | Enter first and last name | Enter first and last name |
| Enter first and last name | Enter first and last name | Enter first and last name | Enter first and last name |
| Enter first and last name | Enter first and last name | Enter first and last name | Enter first and last name |
| Enter first and last name | Enter first and last name | Enter first and last name | Enter first and last name |
| *Enter further names if required* |
| **Reason for change** |
| Enter reason for change. |
| **Account details/FTE allocation** |
| **Current Account Details** | **New Account Details** |
| **Project** | **Cost Centre** | **Activity** | **Location** | **Percentage %** | **Project** | **Cost Centre** | **Activity** | **Location** | **Percentage %** |
| \_ \_ \_ \_ | \_ \_ \_ \_ | \_ \_  | \_ \_  |       | \_ \_ \_ \_ | \_ \_ \_ \_ | \_ \_  | \_ \_  |       |
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| \_ \_ \_ \_ | \_ \_ \_ \_ | \_ \_  | \_ \_  |       | \_ \_ \_ \_ | \_ \_ \_ \_ | \_ \_  | \_ \_  |       |
|  |  |  |  | **Total %:** |  |  |  |  | **Total %:** |
| **Requester/approver confirmation**  |
| ***Please tick:*** I confirm that the form has been checked by the compliance reviewer for the school or centre [ ]  |
| **Requester:**  | Enter first and last name | Enter position title | Select school/centre | Enter today’s date. |
| **Approver:** *(if different)* | Enter first and last name | Enter position title | Select school/centre | Enter today’s date. |

**Please forward to** **payroll@ecu.edu.au** **for processing**