

# GL Code Change for Salary

To request a salary GL code change, please complete the following details for each employee.

The deadline for submitting this form is normally 30 November each year. Any changes will be advertised on What's New.

**Employee details**

|  |  |  |
|--|--|--|
| Name<br><input style="width: 95%;" type="text"/>           | Staff number<br><input style="width: 95%;" type="text"/>                             | Job no. (if known)<br><input style="width: 95%;" type="text"/> |
| Position title<br><input style="width: 95%;" type="text"/> | Contract no. (for casual academic staff)<br><input style="width: 95%;" type="text"/> |  |

**GL code details**

Start date (within this calendar year)

| Current code(s)  | New code(s)  |
|--|--|
| GL code 1 <input style="width: 150px;" type="text"/> <input style="width: 30px;" type="text"/> % | GL code 1 <input style="width: 150px;" type="text"/> <input style="width: 30px;" type="text"/> % |
| GL code 2 <input style="width: 150px;" type="text"/> <input style="width: 30px;" type="text"/> % | GL code 2 <input style="width: 150px;" type="text"/> <input style="width: 30px;" type="text"/> % |
| GL code 3 <input style="width: 150px;" type="text"/> <input style="width: 30px;" type="text"/> % | GL code 3 <input style="width: 150px;" type="text"/> <input style="width: 30px;" type="text"/> % |

Comments (if applicable)

**Authorisation**

I am authorised to request this action and certify that funds are available.

I understand that wherever possible, this request will be actioned by the next available payday after receipt by Employee Services.

Once actioned, it will appear on Banner after the pay is posted for that fortnight.

Band 5 or above  
[Who is this?](#)

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

**DPC use only**

Check duration, forward to FinanceMS@csu.edu.au if applicable

If received after 30 November and retrospective, forward to FinanceMS@csu.edu.au

Occupancy updated (start reason = X3)

Position updated, if applicable (reason for change = P09)

Saved in UniRecords (employee and position files; if casual, as per amendment naming protocol)

Processed by