



# Change Form

## Section D: WORKORDER APPROVER & SALARY ALLOCATION (required)

### Current Account and Posting Attributes:

**Note:** A signature for the current cost centre is not required when recording new account and cost centre changes; the approval for the current cost centre(s) is required for any other changes if the allocation is remaining the same.

*Account	*Workorder	*Percent Distribution	Monthly (\$)	Approval & Authorization (Cost Centre Manager/PI/authorized delegate)	
				Print Name	Cost Centre Signature
XXXXX	XXXXX - XXXXX - XXX				
XXXXX	XXXXX - XXXXX - XXX				
XXXXX	XXXXX - XXXXX - XXX				

### New Account and Posting Attributes: (complete only if requesting change)

Account	Workorder	Percent Distribution	Monthly (\$)	Approval & Authorization	
				Print Name	Cost Centre Signature
XXXXX	XXXXX - XXXXX - XXX				
XXXXX	XXXXX - XXXXX - XXX				
XXXXX	XXXXX - XXXXX - XXX				

Yes     No    This role is funded through external research.  
 Yes     No    I certify that the named individual will perform work related to the funding sources(s) as allocated and that they are an eligible expense on the work order(s).

This allocation will continue until: \_\_\_\_\_

Notes:

- If a work order beginning with 5 is being charged, an end date must be given and a Research Financial Compliance & Eligibility Stamp is required.
- As of this date the salary will revert to the default cost centre assigned to the worker unless a new form is completed and submitted. If the default cost centre is closed a new cost centre will need to be provided in a timely manner.

## Section E: RATIONALE FOR CHANGE

## Section F: APPROVALS & AUTHORIZATIONS

	Print Name	Signature	Date (mm/dd/yyyy)
Requester (If different from section D)			
Employee (Required for changes to salary and extensions)			
Chair / Department Head (Required for all changes)			
Office of Research (Required for research-funded roles)			

Please forward completed form to your [HR Partner](#).

HR Partner (Required for staff changes)			
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