

REQUEST TO CHANGE COST COLLECTOR



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

This form is to be used to advise Human Resource Services of Cost Collector changes to be applied to Ascender through the Advanced Costing Module.

Please note that retrospective changes may be applied back to the beginning of the first pay period ending in the current calendar year, however they cannot be applied to previous years .

Requests to change Cost Collectors must be submitted by the Thursday of off pay week to be processed in the pay of the next week.

Employee No	Job No	Surname	First Name	Start date	End date	Cost collector From	To	%

Email address for the submitter

Contact No

Authoriser name and position

Comments (Please include any special instructions , for example if multiple cost collector changes are required for the same employee.)

Changes will take effect in the next pay cycle following entry into Ascender.

Any personal information collected on this form must be collected, stored and used in accordance with the Privacy and Personal Information Protection Act 1998 and the University's [Privacy Management Plan](#).

Email completed form to
hrdataentry@newcastle.edu.au

HRS Only
Send confirmation of changes