SWINBURNE UNIVERSITY OF TECHNOLOGY

Human Resources

Swinburne Organisational Change

To advise Human Resources of changes to the organisational unit and employment arrangements.

A9

The Organisational Change is a form only when duly authorised by the head of management unit. It is to be collected by HR to implement the change on the HR information system. Complete only the sections applicable to the change to employment for:

- Time to Affect; Group to Affect;
- Organisational Change in Management Reporting Lines or Management unit;
- Position Title; Position Classification;
- Salary Account Code;
- Not for Reclassification;
- Not for Request to Appoint
- Not for Request to Vary Employment.

ORGANISATIONAL UNIT CHANGE (Please fill in this section in separate forms for different unit changes)

If changed: ☐ No (Please go to the next section) ☐ Yes (Please fill in the details, use N/A for not applicable)

Old Management Unit	New Management Unit	New Unit Reporting Line	Area	Start Date of Change	End Date of Change (If Applicable)

AFFECTED EMPLOYEE DETAILS (Please list all employee's Substantive, Concurrent and Higher Duties Allowance for a temporary or acting role if Applicable)

If any changes to employment: ☐ No (Please sign off this form and return to Human Resources) ☐ Yes (Please fill in the details, use N/A for not applicable)

Employee No. (6 digit Payroll No.)	Employee Full Name	New Position No.	New Position Title	New Classification	New management Reporting Line		New Salary Account Code (11 digits)
					Manager Name	Position No.	

Note: Please also attach a new organisational chart with name, title and position title of the head of the management unit.

AUTHORISATION- BY ONE LEVEL of MANAGEMENT (Please sign off this form and return to Human Resources)

Head of Management Unit

Name(print): Signature: Date:

ADDITIONAL INFORMATION ON CHANGES:

Privacy: Swinburne University of Technology collects, uses and destroys your employee information in accordance with the University Employee Records statement. All queries should be made to: riwilliams@swin.edu.au