

Change of Hours Form

ANU Staff, excluding casuals and VaHAs, can request a Change of Hours under clause 45 of the ANU EA 2023-2026.

When the Change of Hours form is completed in HORUS, an approval workflow will trigger and go to supervisor and delegate for approval. Upon final approval, the process will update the HRMS and the approved file will be saved into the staff member's ERMS record.

Note:

- Staff can only submit Change of Hours requests with an effective date that is greater than (or equal to) the current pay calendar start date. Back-dated forms cannot be submitted.
- The Form has to be approved before the end date of the pay calendar for which the request was submitted. Retrospective dates will error.
- The form can be initiated by both the employee and their supervisor.
- The form can be used for either 'Increase of Hours', 'Decrease of Hours' or 'Change of Work Pattern' without a change in the fortnightly hours.
- If there are future dated Change of Hours in HRMS, the employee will not be able to submit a form for the same dates.
- A form that has been submitted but not yet approved can be withdrawn by the staff member.

For technical assistance in relation to HRMS or HORUS please contact HR Systems.

Email: hrrsystems@anu.edu.au

Phone: +61 2 6125 9622

Website: [HR Systems - Staff Services - ANU](#)

For general IT enquiries please contact the ANU Service Desk.

Email: servicedesk@anu.edu.au

Phone: +61 2 612 54321

Website: [Service Portal - ANU](#)

For general Human Resources advice or queries please contact the relevant team below.

College of Arts & Social Sciences: hr.cass@anu.edu.au

College of Asia & the Pacific: cap.hradvisory@anu.edu.au

College of Business & Economics: hr.cbe@anu.edu.au

College of Engineering, Computing and Cybernetics: hradvisory.cecc@anu.edu.au

College of Health and Medicine: hr.chm@anu.edu.au

College of Science: hr.cos@anu.edu.au

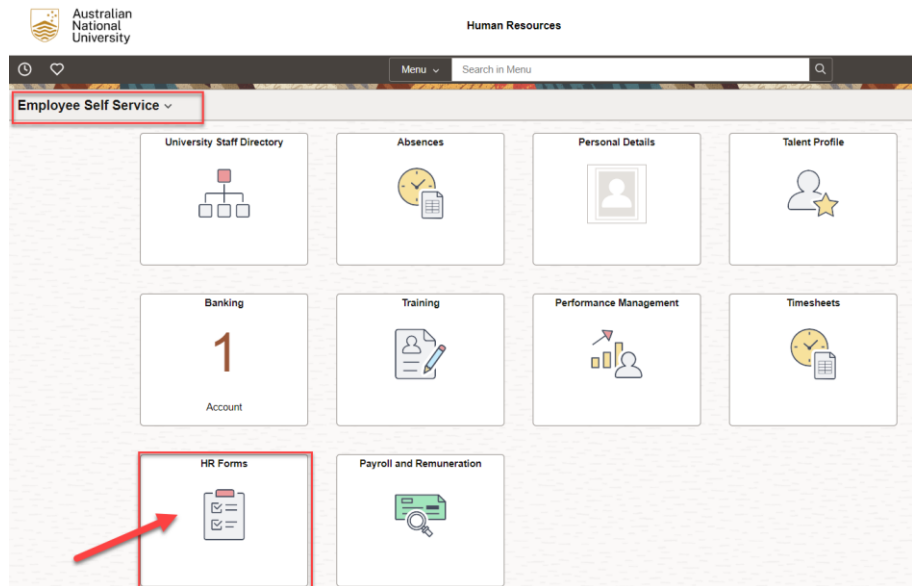
HR Business Partners – P&C (Central Portfolios): hrrbp.pc@anu.edu.au

Remunerations & Conditions (Pay Roll): employment.services@anu.edu.au

Section 1:

Step 1

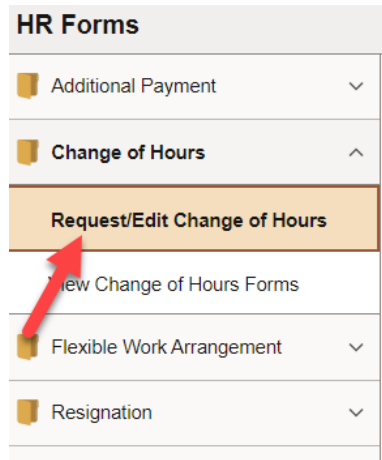
- 1 Login to [HORUS](#)
- 2 select the **HR Forms** tile from the Employee Self Service Menu



Step 2

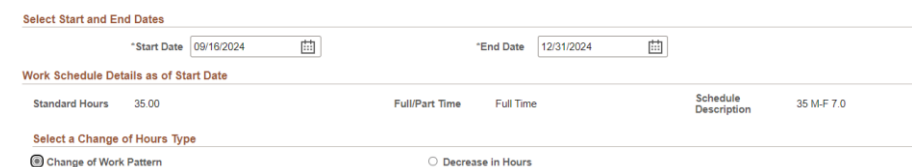
From the Change of Hours Folder select 'Request/ Edit Change of Hours'.

Note: You can view the status of your current/ previously submitted HORUS Change of Hours forms by selecting 'View Change of Hours Forms'.



Step 3

The form will pre-populate information based on your position. The form will not allow a Full Time employee to submit a request for an increase in hours, or allow an employee on a Fixed-Term contract to submit a form beyond the date of the contract.



For Fixed-Term employees, the form will automatically populate the end date. Fixed-Term employees can change the end-date to a date earlier than their contract end date.

Step 4 - Submission and Warning Message

Select **Submit for approval**

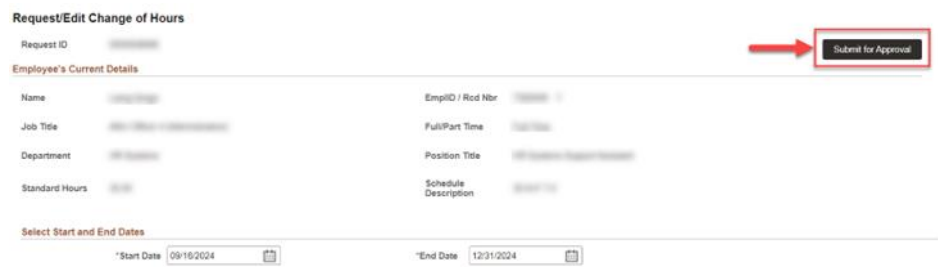
A warning message of potential overpayment will pop up. Please review before you proceed with the request.

Note

After submitting the form for Approval. The form will automatically route to your supervisor.

If the supervisor holds the delegations to approve the form, there will only be one level of approval. If the supervisor doesn't hold the required delegations to approve the form, they will need to select the Delegate to whom the form should go.

Upon final approval, the form will update HRMS for the employee, notify the employee, and the local HR Business area via email. A PDF of the Change of Hours will be saved in the employee's ERMS folder.



Request/Edit Change of Hours

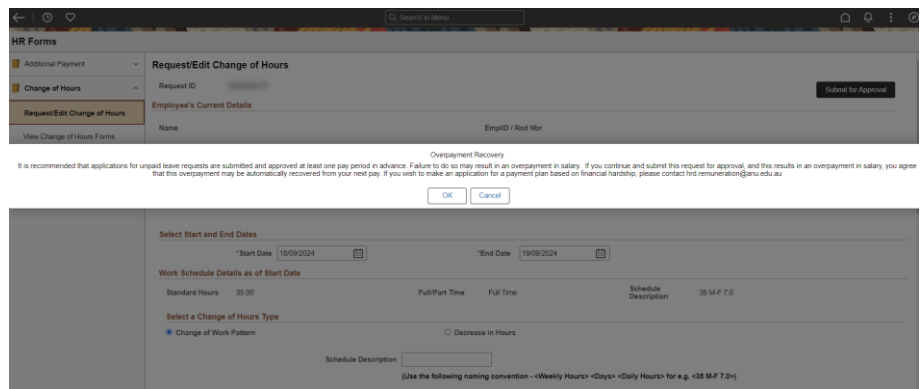
Request ID: [Redacted]

Employee's Current Details

Name	[Redacted]	EmplID / Rod Nbr	[Redacted]
Job Title	[Redacted]	Full/Part Time	[Redacted]
Department	[Redacted]	Position Title	[Redacted]
Standard Hours	[Redacted]	Schedule Description	[Redacted]

Select Start and End Dates

*Start Date: 09/16/2024 *End Date: 12/31/2024



HR Forms

Request/Edit Change of Hours

Request ID: [Redacted]

Employee's Current Details

Name	[Redacted]	EmplID / Rod Nbr	[Redacted]
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Overpayment Recovery

It is recommended that applications for unpaid leave requests are submitted and approved at least one pay period in advance. Failure to do so may result in an overpayment in salary. If you continue and submit this request for approval, and this results in an overpayment in salary, you agree that this overpayment may be automatically recovered from your next pay. If you wish to make an application for a payment plan based on financial hardship, please contact hrd remuneration@anu.edu.au

OK Cancel

Select Start and End Dates

*Start Date: 19/09/2024 *End Date: 19/09/2024

Work Schedule Details as of Start Date

Standard Hours	35.00	Full/Part Time	Full Time	Schedule Description	35 M.F.7.0
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Select a Change of Hours Type

Change of Work Pattern Decrease in Hours

Schedule Description: [Redacted]

(Use the following naming convention -<Weekly Hours> <Days> <Daily Hours> for e.g. <35 M.F.7.0>)