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Queensland, Australia

How to…
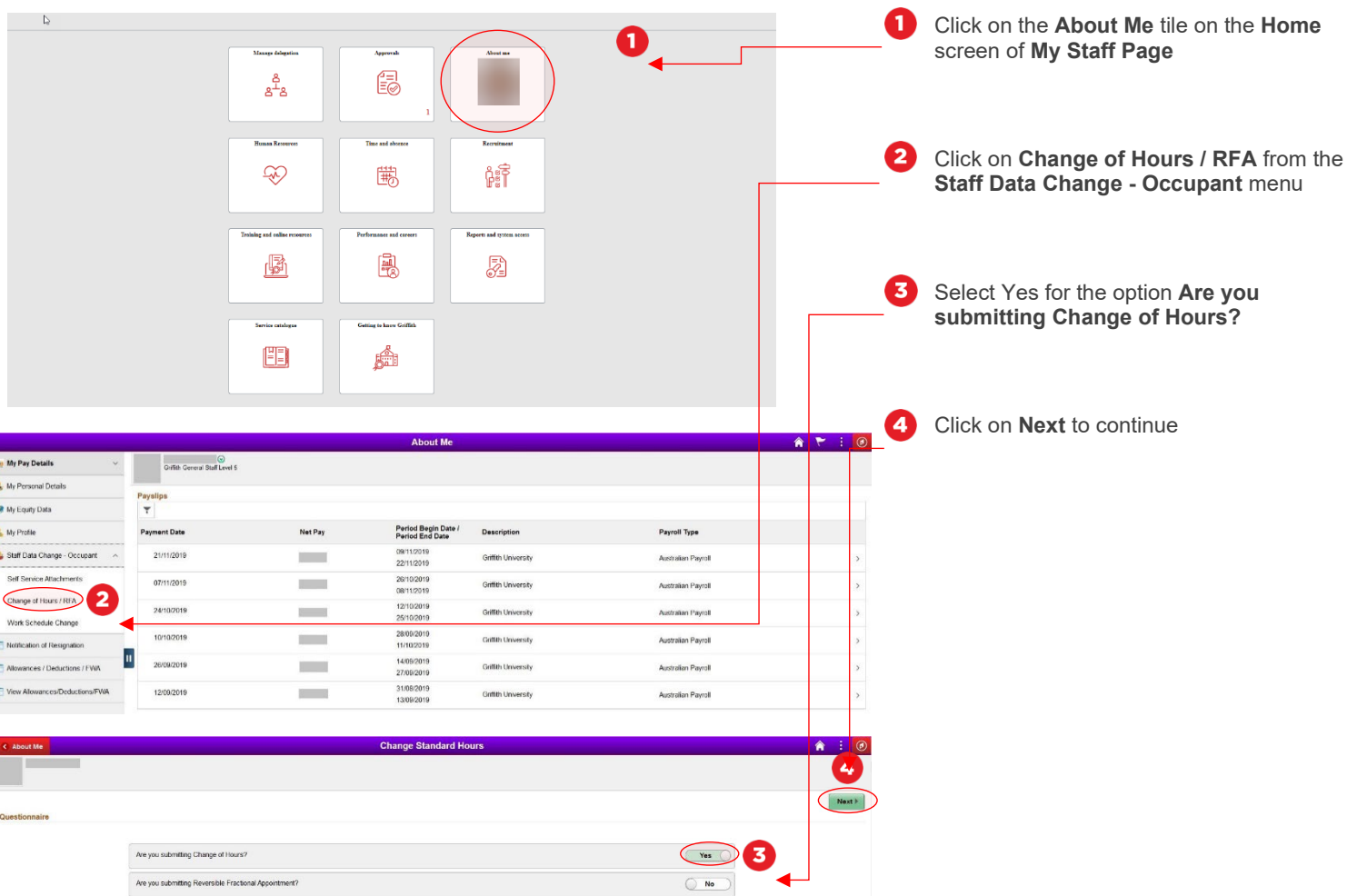*Submit a Change of Hours*

Introduction

This how to guide explains how to submit a Change of Hours form online.

Step 1: Navigate to the Change of Hours form

- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.

1 Click on the **About Me** tile on the **Home** screen of **My Staff Page**

2 Click on **Change of Hours / RFA** from the **Staff Data Change - Occupant** menu

3 Select Yes for the option **Are you submitting Change of Hours?**

4 Click on **Next** to continue

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Step 2: Enter change of hours details and submit for approval

- Enter in the details of the work schedule you wish to submit

1 Enter the **Start Date** you wish for the change of hours to take effect

2 Enter your new work schedule details into the **Pay Week** and **Non Pay Week** fields using decimal format (i.e. 7 hours 15 minutes = 7.25)

3 Click **Next** to progress to the next screen

4 Enter any relevant comments regarding the change of hours request into the **Comments** field

5 Add any relevant attachments by clicking the **Add Attachment** button

6 To submit the Change of Hours form, click **Submit**. To return to the previous screen to alter the form contents, click **Previous**.

7 Once the form is submitted, you will be shown a confirmation screen informing that your request has been submitted for approval. If the names listed for your **Supervisor of Change of Hours** or **HOE of Change of Hours** are incorrect, please contact Human Resources at **hrandsafety@griffith.edu.au**

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