



## 5. Effective Date of Change Request

**The MOS is updated each year on 1 January.** Coordinating changes in the various information systems (PeopleSoft Student, Finance, HR, ResearchMaster etc) is a complex process and even minor changes can require a significant amount of preparatory planning. Additionally, system and resource restrictions place limitations on when changes can be undertaken. Therefore a **minimum of 3 months notice is required.**

Only in exceptional circumstances will changes be implemented outside the 1 January effective date. If you consider this to apply to your particular request please provide supporting argument below:

**Desired Effective Date**    **Rationale for desired implementation date**  
(if not 1 January)

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## 6. System Impacts and Considerations

### A. Human Resources

Does the change affect staff locations, positions etc? Y    N  
Consult with Human Resources for advice.  
A complete list of staff to be moved to new or changed structures with details of correct account codes will be required by HR at implementation time.

### B. Student Administration

Does the change affect program ownership, teaching load, or course ownership? Y    N  
Consult with Student Administration for advice.  
Identification of the impacted programs and courses will be required at implementation time.

### C. HDR Students / Research Systems (ResearchMaster, ORBIT)

Does the change affect research students or supS36.76 45.2 9 -0 0 9 514.8 4 4 (ent)-1.8 56.1 Y    N  
Consult with Alaide G6.76 45. aduate Research School and ReseaSystem for advice.  
Deta6 -0 0 ls of affected students upS36.76 45.2 9 -0 0 9 514.8 4 44 (s)-8 ( w)-216 -0 0 l)-8.9l)3.1 ( bS)-9 (3 r)-6.3 (eq

### D. Finance

Does the change affect Facultyhoolntocal Unit budgS3ts?  
Consult with Faculty