**Staff Details Update Form**

If you spot an error in your staff details on UL Connect – department, location, spelling or reporting line, please complete this form for **submission by your line manager** to send to [compandbens@ul.ie](mailto:compandbens@ul.ie). Please note you will not receive a reply to this email. It may take up to 21 days for you account to be updated.

*This form can only be used to update details of staff recorded on Core HR. Changes to staff in Plassey Campus Centre, Student Life, UL affiliates or UniJobs should be emailed to ULConnect@ul.ie*

**Name: **

**Email:**  ****

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**Department:** ****

**Division / Faculty:** ****

**Portfolio\*:**  ****

**Cost Code\*\*:** ****

**Line Manager:**  ****

\*The Executive Committee member who has ultimate responsibility for your faculty / division / office. If you are unsure, go to the [Organisation Chart](https://www.ul.ie/presidents-office/university-executive-committee/executive-committee-organisational-structure) or leave blank.

\*\*Line manager is confirming that this cost code is agreed with Finance as appropriate for this staff member.