

Human Resources
Department ID Request or Update Form
Not to be used to request a Position Number

HR Dept ID: _____ (Complete only for Change and Inactivation requests)

New HR Dept ID _____ (Complete only if you know the new HR Dept ID number)

All Fields are Required

HR Dept ID Request Type: New Change Inactivation

Requested By: _____ Requester's Phone #: _____

Requester's Department: _____

*Effective Date (mm/dd/yyyy): _____

Description of Department (30 char max): _____

Short Description of Department (10 char max): _____

Will there be employees moved/hired into this department? Yes No

(If moving employees from another Dept ID, please complete an eFAST.)

Reporting Hierarchy: This department reports to what Dept ID? _____

Details (example, the reason for the change): CMS department will be moved from 72001 to 36100.

HR Liaison Approval: _____ Date: _____

Printed Name: _____

Human Resources/Budget Use Only:

HR Approved By: _____ Date: _____ Input By: _____ Date: _____

Added to HR Security Tree By: _____ Date: _____

Budget Approved By: _____ Date: _____ Input By: _____ Date: _____

Added to Finance Tree By: _____ Date: _____

Instructions - Request Form: New or Change in Existing HR Dept ID

HR- Request Form: New or Change in Existing HR Dept ID

Created 10/14/08

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This form is used to request new PeopleSoft HR Dept ID or to request a change to existing PeopleSoft HR Dept ID.

Not to be used to request a Position Number

HR Dept ID - For an existing HR Dept ID. If a change or inactivation is being requested for an existing HR Dept ID, type in the 5-digit HR Dept ID value. For a new HR Dept ID leave this field blank.

New HR Dept ID - If you know the HR Dept ID being requested, type in the 5-digit HR Dept ID value. For an existing HR Dept ID leave this field blank (see above).

HR Dept ID Request Type - Check the appropriate box indicating if this is a request for a new HR Dept ID, or if it is a request to change or inactivate an existing HR Dept ID. If this is a change, please indicate only the **new** information.

Requested By - Full name of individual completing form

Requester's Phone # - Requester's phone number

Requester's Department - Requester's department name

Effective Date - For a new HR Dept ID this is the date the new HR Dept ID is to be active for processing transactions. For changes to an existing HR Dept ID this is the date that the new information becomes active. Example of a correct date format: MM/DD/YYYY. *This date may or may not be the actual date used.*

Description (30 char) - 30 character field to define the title of the new HR Dept ID. Please note that the description may be modified to ensure campus-wide consistency.

Description (10 char) - 10 character field to define the abbreviated title of the new HR Dept ID. Please note that the description may be modified to ensure campus-wide consistency.

Will there be employees in this department - Please indicate if there will be employees in this department.

Reporting Hierarchy - Please indicate the existing the HR Dept ID that the new/modified HR Dept ID will report to.

Details - Please provide any information that may be helpful.

Approval - Signature of HR Liaison for HR Dept ID identified above.

Submit to: Human Resources