

Department ID Request/Change Form

Select one 1 Add Modify Inactivate Re-activate

Enter Chatfield values to be used with Dept. ID.
Fund # _____ Class _____ Project ID _____
(if applicable)

HRMS Dept. ID (if known) 2 (Enter ID # only for Modify, Inactivate, or Re-activate)

Movement of Dept. ID 3 No _____ Yes _____ Is this department moving to another area due to reorganization?

Payroll Expenditures? 4 No _____ Yes _____

Effective Date 5 _____
mm / dd / yyyy

Short Description 6
(Up to 10 characters)

Long Description (Optional) 7
(Up to 30 characters)

Purpose for Request 8

Dept. Administrator 9 _____
Signature Print Name Date

Reports to 10 Dept. ID:

Contact Information 11 _____ / _____
Name E-Mail Address Phone

Cabinet Officer(s) signature 12 _____ / _____
Name E-Mail Address Phone

BELOW SECTION FOR FINANCE, BUDGET, AND HR USE ONLY

Budget

For Budget	
Dept. ID # Assigned: _____	FIRMS Code Assigned: _____
Approval Signature: _____	Date: _____
Entered by: _____	Date: _____

Finance

For Finance	
Approval Signature: _____	Date: _____
Print Name: _____	

Human Resources

For Human Resources	
Reporting Unit Assigned: _____	Build Dynamic Pay Group: Yes _____ No _____
Approval Signature: _____	Date: _____
Print Name: _____	

Note: If you have any questions, please contact Budget Admin. & Oper. (Jack Mao x86621; Tiffany Cheung x82581, Rowena Manalo x53766, Mike O'Leary x87193, and Jennifer Khuu x 82834)

Instructions on how to complete the Department ID Request Form:

**** Please note that any employee affected by this form will need to have an Employee Transaction submitted to HR through E-TRAC.**

1 Indicate by marking in the appropriate box whether requesting to **add**, **modify**, **inactivate** or **re-activate** a Dept. ID.

Actions:

Add- Add a new Department.

Modify- Modify description, administrative structure, payroll expenditures.

Inactivate- Inactivate a Department.

Re-activate- Reactivate a Department.

2 Other than **add**, indicate the Dept. ID to be **modified**, **inactivated**, or **re-activated**.

3 Change in security setup may be required for such movement.

4 Indicate if payroll expenditures will be associated with this department.
If Yes, please check which type(s).

5 Indicate date the value will become active or inactive.

6 Department Name

7 Provide the long description of the Department (optional).

8 Indicate the reason for the request (or attach a supporting document).

9 Name and signature of individual requesting the Department ID.

10 Name of individual this person reports to, and their Dept. ID.

11 Contact information for questions regarding the request

12 Cabinet Officer(s) required to process request

BELOW SECTION FOR FINANCE, BUDGET, AND HR USE ONLY

If the request is for a new Department ID, Budget will assign the ID here.

Signature and date of individual assigning the Department ID.

Signature and date of individual reviewing and approving.

HR will assign a Reporting Unit here.

Signature and date of individual assigning the Reporting Unit.