



Complete the Department Request for Action Form to create, modify, or inactivate a department.

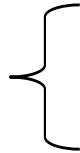


University of Houston Clear Lake

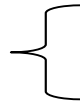
DEPARTMENT REQUEST FOR ACTION FORM

Effective Date:

ACTION REQUESTED:



- Create New Department
- Change Department Name
- Change Department Manager



- Inactivate Department
- Move Department on DEPTID_ROLLUP tree

1. Enter the date the action is to be effective.
2. Choose the requested action. Include a copy of the tree indicating where the department needs to be categorized under for the following action Requests: Create New Department and Move Department on DEPTID_ROLLUP tree.

Department ID	<input type="text"/>	←	Source	<input type="text"/>	
Department Name	<input type="text"/>				←
Short Dept Name	<input type="text"/>	←	EMPL ID	<input type="text"/>	←
Dept Manager	<input type="text"/>				←
Explanation	<input type="text"/>				

3. Enter the Department ID of the Department that is being modified. If the Department is being created, the General Accounting Department will assign this value.
4. Do not complete Source. The General Accounting Department will assign this value.
5. Enter the name of the Department. If the Department Name is being modified, enter the new name. This field is 30 characters.
6. Enter an abbreviated version of the department name. This field is 10 characters long.
7. Enter the Employee ID of the Department Manager.
8. Enter the name of the Department Manager. The format is LASTNAME,FIRSTNAME.
9. Enter an explanation of why the action is being requested.



10. Obtain the signature of the **Business Administrator** and **Department Manager**. Type the names and include a date of signature.

DEPARTMENT APPROVALS:

	Signature	Last Name,First Name	Date
Business Administrator:			
Department Manager:			

APPROVALS REQUIRED FOR DEPARTMENT ACTION:

	Signature	Last Name,First Name	Date
President Approval:			
Human Resources Approval:			
Budget Department Approval:			
General Accounting Approval:			

11. Obtain all signatures indicated and forward to the General Accounting Office.
12. **GENERAL ACCOUNTING AND BUDGET DEPARTMENTS ONLY** - Update the trees within the GL and Budget systems. General Accounting will update the DEPTID_ROLLUP tree, and the Budget Department will update the DEPTID_BDM trees. Update the necessary trees for the current fiscal year and the future fiscal year if available. Changes made to the department name, department manager or to inactivate a department are done via the chartfield values. To create a new department is completed by creating the department in chartfield values and then organize new department under proper placeholder department via the tree manager. A department is moved via the tree manager. Date and sign the form to indicate the action was completed. Attach the DEPTID_ROLLUP tree to this form indicating the changes to the tree, and then email UH Main (HR Peoplesoft) the form along with the attached DEPTID_ROLLUP for update to the HR tree.

TREE UPDATE: General Accounting and Budget Department Only

	Updated	Signature	Last Name,First Name	Date
DEPTID_ROLLUP	<input type="checkbox"/>			
DEPTID_BDM	<input type="checkbox"/>			
	Emailed			
DEPT_SECURITY (HR Tree)	<input type="checkbox"/>			