

### Location Code Changes/Requests

**Instructions:** The REQUIRED INFORMATION section must be completed and proper approvals granted in order for any changes to occur in HRS. Complete the appropriate section(s) below, depending on what changes are needed. Please be sure all fields are completed for each section. **If mass changes are required**, please contact the UW Service Center Human Resources team.

If you are replacing one Location Code with a NEW Location Code (inactivating the original Location Code), the following sequence of steps must occur (coordinating the process with the Service Center): 1) New Location Code created, 2) All positions and people associated to the Location Code that needs to be inactivated must be moved out of that code prior to inactivating the code, and then 3) the Location Code can be inactivated. Likewise, if any Location Code is being inactivated, all positions and people associated to the code must be moved out of the code before inactivation.

Required Information		
Action Requested By:	Institution:	Date:
Risk Management Approval (Campus Space Manager):		Date:

Add New Location Code			
Effective Date:			
Location Code:			
Location Description: (no more than 30 characters)			
Address 1:			
Address 2:			
City:			
State:			
County:			
Postal Code:			
Purpose for creating new location code:			

Changes to Existing Location Code			
Effective Date:			
Location Code:			
New Location Description: (no more than 30 characters)			
New Address 1:			
New Address 2:			
New City:			
New State:			
New County:			
New Postal Code:			
Are there employees currently residing in this Location Code?			

Inactivate Location Code			
Effective Date:			
Location Code:			
Are there employees currently residing in this Location Code?*			

\*If so, they must be moved out of this code before the code can be inactivated.