Organizational Department Changes/Requests

Instructions: The *Requestor Information & Approvals* section of this form must be completed for **all** requests. The remaining information may be provided either on this form or by using the spreadsheet. Please be sure all fields are completed. Submit UW-Madison requests by emailing the signed form, and spreadsheet if applicable, to hris@ohr.wisc.edu. Submit non-Madison requests by emailing the signed form, and spreadsheet if applicable, to the UWSS Support Team. For additional information, refer to UWSS KB 81988.

Requestor Information & Approvals (Required)

Action Requested By:		Requestor Phone:	Institution:	Department:
Divisional Approval:	Date:	Institutional HR Approval:	Date:	Institutional Finance Approval:	Date:

If you are replacing one Organizational Department (Org Dept) with a new Org Dept (inactivating the original Org Dept), this sequence of steps must occur and be coordinated with Service Operations: **1)** New Org Dept created, **2)** All positions and people associated with the Org Dept that need to be inactivated are moved into the new Org Dept, and **3)** Original Org Dept is inactivated.

New Departments   **HRS Department Level Funding** (default) [1]

Fiscal Year	Org Dept ID	Department Name (no more than 30 characters)	If replacing a dept., identify department being replaced.	Grant Tenure? Y/N	Encumber? Y/N	Fund [2]	Funding Department	Program [2]	Project

Inactivate Departments

Org Dept ID	Are there people or positions currently residing in this department? Yes/No [3]	People will be moved to the following Org. Dept.

Notes

[1] When new Org Dept's are created in HRS, Department-level funding is also created immediately to avoid batch processing issues. The effective date of this funding entry will be the period begin date for the 7A payroll of the fiscal year the Org Dept is being created for. Only one funding source should be identified. 128-PRDFLT-1 will be set up as Department-level funding if not provided. Department-level funding ("default" or "placeholder" funding) is only applied if an employee's appointment-level funding is missing or invalid.

[2] UW-Madison users should complete the Funding Department ID Action Request form found at: https://businessservices.wisc.edu/documents/department-change-request-form/

[3] This includes Person of Interest, Employee Job Data and/or Position. If any are currently in this department, they must be moved out of the department before it can be inactivated.

Change Department Names

Fiscal Year	Org Dept ID	Old Department Name	New Department Name (no more than 30 characters)