

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	Needed By (mm/dd/yyyy)

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.	Needed By (mm/dd/yyyy)

Notes

- ¹ 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: <http://www.bussvc.wisc.edu/acct/forms.html#DepartmentIDActionRequestForm>.
- 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)	Needed By (mm/dd/yyyy)