

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: <https://uwservice.wisc.edu/docs/forms/hr-org-dept-changes-requests.xlsx>. Please be sure all fields are completed. Email the signed form, and spreadsheet if applicable, to your Affinity Group: <https://uwservice.wisconsin.edu/administration/support-model/>.

Requestor Information & Approvals (Required)					
Action Requested By:	Institution:	Department:		Department Phone:	
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.), the following sequence of steps must occur and be coordinated with the UW Service Center: 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) the 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 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 anyone is 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)