University
of Houston
Clear Lake

SUBJECT: Department Request for Action Form

Complete the Department Request for Action From to create, modify, or remove a department.

University
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Clear Lake

DEPARTMENT REQUEST FOR ACTION FORM

Effective Date: _____

ACTION REQUESTED:

☐ Create New Department   ☐ Move Department on DEPTID_ROLLUP tree

☐ Change Department Name   ☐ Remove Department from DEPTID_ROLLUP tree

☐ Change Department Manager

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.

Current Dept. ID	**Current Dept. Name**	**Source**
New Dept. ID	**New Dept. Name**	**Source**
Short Dept Name	**EMPL ID**	
Dept Manager		
Explanation		

3. Enter the current Department ID and current Name of the Department that is being modified.

4. Do not complete Source. The General Accounting Department will assign this value.

5. Enter the new Department ID that is being modified. If the Department is being created, the General Accounting Department will assign the new Dept. ID.

6. Enter the name of the new Department being created or the new name if being modified. This field is 30 characters.

7. Enter an abbreviated version of the department name for the Short Dept Name field. This field is 10 characters long.

8. Enter the Employee ID of the Department Manager.

9. Enter the name of the Department Manager. The format is LASTNAME,FIRSTNAME.

10. Enter an explanation of why the action is being requested.

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11. Obtain the signature of the **College / Division Business Administrator** and **Department Manager**. Type the names and include a date of signature.

DEPARTMENT APPROVALS:

	Signature	Last Name,First Name	Date
College / Division Business Administrator:			
Department Manager:			

APPROVALS REQUIRED FOR DEPARTMENT ACTION:

	Signature	Last Name,First Name	Date
President / Sr. VP Academic Affairs:			
VP A&F / VPs or Designee			
Budget Deptartment Approval:			
General Accounting Approval:			

12. Obtain all signatures indicated and forward to the General Accounting Office.

13. **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 and department manager 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. To inactivate a department, it is moved off of the DEPTID_ROLLUP tree. 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. General Accounting will not submit the department request form for changes to the department manager to UH Human Resources. They do monitor these changes, and the changes do not impact their tree.

TREE UPDATE: General Accounting and Budget Department Only

	Updated	Signature	Last Name,First Name	Date
DEPTID_ROLLUP	☐			
DEPTID_BDM	☐			
	Emailed			
DEPT_SECURITY (HR Tree)	☐			