



San Francisco State University
Department ID Request/Change Form

	Select one	1		Add	Modify	Inactivate	Re-activate
Enter ChartField values to be used with Dept. ID.			Fund		Class		Project ID
HRMS Dept. ID (if known)		2			(Enter ID # only for Modify, Inactivate, or Re-activate)		
Movement of Dept.ID		3	No	Yes	Is this department moving to another area due to reorganization?		
Payroll Expenditures?		4	No	Yes			
Effective Date (mm/dd/yyyy)		5					
Short Description		6					
Long Description (Optional)		7					
Purpose for Request		8					
Dept. Administrator		9	Signature & date _____				
Reports to		10	Dept. ID _____				
Contact Information		11	E-Mail _____ Phone _____				
Cabinet Officer's name		12	E-Mail _____ Phone _____				
Cabinet Officer's Signature	_____					Date	_____

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BELOW SECTION FOR FINANCE, BUDGET, AND HR USE ONLY

Budget	<table border="0" style="width: 100%;"> <tr> <td colspan="2">For Budget</td> </tr> <tr> <td>Dept. ID # Assigned: _____</td> <td>FIRMS Code Assigned: _____</td> </tr> <tr> <td>Approval Signature: _____</td> <td>Date: _____</td> </tr> <tr> <td>Entered by: _____</td> <td>Date: _____</td> </tr> </table>	For Budget		Dept. ID # Assigned: _____	FIRMS Code Assigned: _____	Approval Signature: _____	Date: _____	Entered by: _____	Date: _____
For Budget									
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Approval Signature: _____	Date: _____								
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Finance	<table border="0" style="width: 100%;"> <tr> <td colspan="2">For Finance</td> </tr> <tr> <td>Approval Signature: _____</td> <td>Date: _____</td> </tr> <tr> <td colspan="2">Print Name: _____</td> </tr> </table>	For Finance		Approval Signature: _____	Date: _____	Print Name: _____			
For Finance									
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Print Name: _____									
Human Resources	<table border="0" style="width: 100%;"> <tr> <td colspan="2">For Human Resources</td> </tr> <tr> <td>Reporting Unit Assigned: _____</td> <td>Build Dynamic Pay Group: Yes _____ No _____</td> </tr> <tr> <td>Approval Signature: _____</td> <td>Date: _____</td> </tr> <tr> <td colspan="2">Print Name: _____</td> </tr> </table>	For Human Resources		Reporting Unit Assigned: _____	Build Dynamic Pay Group: Yes _____ No _____	Approval Signature: _____	Date: _____	Print Name: _____	
For Human Resources									
Reporting Unit Assigned: _____	Build Dynamic Pay Group: Yes _____ No _____								
Approval Signature: _____	Date: _____								
Print Name: _____									

Instructions on how to complete the Department ID Request Form:

(Please note that any employee affected by this form will need to have an Employee Transaction submitted to HR through E-TRAC).

- 1 Indicate by marking in the appropriate box whether requesting to ***add, modify, inactivate*** or ***re-activate*** a Dept. ID.

Actions:

Add - Add a new Department.

Modify - Modify description, administrative structure, payroll expenditures.

Inactivate - Inactivate a Department.

Re-activate - Reactivate a Department.

- 2 Other than ***add***, indicate the Dept. ID to be ***modified, inactivated, or re-activated***.
- 3 Change in security setup may be required for such movement.
- 4 Indicate if payroll expenditures will be associated with this department. If YES, please check which type(s).
- 5 Provide the date when the changes will take an effect will become active or inactive.
- 6 Department Name - provide short description
- 7 Provide the long description of the Department (optional).
- 8 Indicate the reason for the request (or attach a supporting document).
- 9 Name and signature of individual requesting the Department ID
- 10 Name of individual this person reports to, and their Dept. ID.
- 11 Contact information for questions regarding the request
- 12 Cabinet Officer(s) signature required to process request

BELOW SECTION FOR FINANCE, BUDGET, AND HR USE ONLY

If the request is for a new Department ID, Budget will assign the ID here. Signature and date of individual assigning the Department ID.

Signature and date of individual reviewing and approving.

HR will assign a Reporting Unit here.

Signature and date of individual assigning the Reporting Unit.

Note: If you have any questions, please contact Budget Admin. & Oper. (Jack Mao x86621; Tiffany Cheung x82581, Rowena Manalo x53766, Mike O'Leary x87193, and Jennifer Khuu x 82834)