

University of Houston

Department ID Procedures

****IF YOU NEED A NEW LOCATION/MAIL CODE FOR THIS DEPARTMENT, PLEASE CONTACT SALLY ROWLAND IN POSTAL SERVICES BEFORE SUBMITTING THIS REQUEST TO HUMAN RESOURCES.****

Create a new Department ID:

1. Initiator completes the Request for Chartfield Action - Department (Form), obtaining Manager Signature (Certifying Signature Authority at the College or Division Level).
 - Include in Explanation: The College or Division that the Department reports to, and the Mail Code for the Department.Submit Form to Compensation Section in **Human Resources** (Mail Code 5009).
2. Human Resources completes HRMS Department Code Update Form, assigns a new Department ID, and signs Form.
Scanned Form with attachments is emailed to
 - Shabana Mohiuddin in **Budget** (Mail Code 2165)
 - Catherine Chan in **Financial Systems** (Mail Code 0913)
 - Glinna Hilton in **Distribution** (Mail Code 2160)
 - Susan Nester in **HRMS** (Mail Code 0904)
 - Clausezette Davis in **Employment**
 - Initiating Department
3. Budget creates the new Department ID in PeopleSoft Financial, adds Department to the tree and signs Form. Budget forwards a copy of Form and all attachments to Initiating Department.
4. Financial Systems modifies the security tree for Report.Web access.
5. Employment enters the new Department ID into the OJS system for job postings.
Please contact employment directly to add the new ID to individual profiles.
6. HRMS/Payroll creates the new Department ID in PeopleSoft HR, adds Department to the Tree and signs Form.
7. **All departments retain a copy of the form in their files.** The original is to be retained in Human Resources.

Modify an existing Department ID:

1. Initiator completes the Request for Chartfield Action - Department (Form), obtaining Manager Signature (Certifying Signature Authority at the College or Division Level).
Submit Form to Compensation Section in **Human Resources** (Mail Code 5009).

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2. Human Resources completes HRMS Department Code Update Form and signs Form.
Scanned Form with attachments is emailed to
 - Shabana Mohiuddin in **Budget** (Mail Code 2165)
 - Catherine Chan in **Financial Systems** (Mail Code 0913)
 - Glinna Hilton in **Distribution** (Mail Code 2160)
 - Susan Nester in **HRMS** (Mail Code 0904)
 - Clausezette Davis in **Employment**
 - Initiating Department
3. Budget modifies Department ID in PeopleSoft Financial and signs Form. Budget forwards a copy of Form and all attachments to Initiating Department.
4. Financial Systems modifies the security tree for Report.Web access.
5. Employment modifies Department ID in the OJS system for job postings. **Please contact employment directly if changes to individual profiles are needed.**
6. HRMS/Payroll modifies Department ID in PeopleSoft HR, updates the Tree and signs Form.
7. **All departments retain a copy of the form in their files.** The original is to be retained in Human Resources.

Attachments: Request for Chartfield Action - Department (Form)
http://www.uh.edu/finance/Forms/Chartfield_Action/PSGL009revA.xls
HRMS Department Code Update Form