University of Houston Department ID Procedures

IF YOU NEED A NEW LOCATION/MAIL CODE FOR THIS DEPARTMENT, PLEASE CONTACT 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 <u>College or Division</u> that the Department reports to, and the <u>Mail Code</u> for the Department.
- 2. Once the form is complete with all signatures the form is emailed to HRIS at hrpsoft@central.uh.edu for processing.
- 3. HRIS works with Budget to create the new Department ID and makes the requested changes to the Department Tree.
- 4. 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).
- 2.Once the form is complete with all signatures the form is emailed to HRIS at hrpsoft@central.uh.edu for processing.
- 3. Human Resources makes the requested updates on the HR Department Tree and notifies Budget of changes.
- 4. All departments retain a copy of the form in their files. The original is to be retained in Human Resources.

UHHR rev. 4/16/2010

Effective Date									Action Requested																													
М	M D D Y Y Y Y						Inactivate Existing Department Create New Department																															
							Change Department Manager									Change Department Description																						
																																						
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Attachments:

University of Houston Human Resources Department

HRMS Department Code Update Form

Requested Action:			
Create New Dept	Create N	New Location	Modify Tree
Modify Dept	Mc	odify Location	Activate Dept
		ln.	Activate Dept
Effective Date:		SetID:	00797
Department	Description:		
Department	Description.	(30 Chars)	
Dept Code:		Short Description:	
			(10 Chars)
Location SetID:		Company:	UH System Consolidated
Location Code:		Tax Location:	Teyas
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Location	Description:		
	·	(30 Chars)	
Location Code:		Short Description:	(10 Chars)
			(10 Chars)
Building:			City:
Address 1:			County:
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State:		Postal:	_
Tree	Level 3 Code:	- <u>-</u>	_(Division Level)
Leve	I 3 Description:		
	Level 4 Code:		(College / AVP Level)
			<u>-</u> `
Leve	I 4 Description:		
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Comments:			
Human Resources:			Date:
HRMS:			Date:
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HR		PS HRMS	PS Finance