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)
   - Samantha Paul 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.


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).
University of Houston
Department ID Procedures

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)
   • Samantha Paul 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.
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
REQUEST FOR CHARTFIELD ACTION - DEPARTMENT

Effective Date

Action Requested
☐ Inactivate Existing Department
☐ Create New Department
☐ Change Department Manager
☐ Change Department Description

Business Unit

DeptID

Initiator to leave this field blank when requesting new department.

Short Description

Department Mgr

Long Description

Explanation

Signature

Last Name, First Name

Department

Date

Initiator

Manager

Accounting Approval:

Budget Office Approval:

Department entered by:

Reporting Tree Review

DEPTID

☐ Confirmed

☐ Modified

by

DEPTID_DETAIL

☐ Confirmed

☐ Modified

by

Attachments:

PSGL009revA
### University of Houston
Human Resources Department

**HRMS Department Code Update Form**

**Requested Action:**
- Create New Dept
- Create New Location
- Modify Tree
- Modify Dept
- Modify Location
- Activate Dept
- InActivate Dept

**Effective Date:**

**SetID:** 00797

### Department

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<th>Description:</th>
<th>Dept Code:</th>
<th>Short Description:</th>
<th>Location SetID:</th>
<th>Company: UH System Consolidated</th>
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### Location

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### Tree

<table>
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<table>
<thead>
<tr>
<th>Level 4 Code:</th>
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</table>

**Comments:**

**Human Resources:**

**HRMS:**

**Date:**

**HR** | **PS HRMS** | **PS Finance**

Revised 8/30/02/Human Resources