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 College or Division that the Department reports to, and the Mail Code 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.
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

DEPTID_DETAIL

Confirmed

Modified

Confirmed

Modified

by

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
Department

<table>
<thead>
<tr>
<th>Description:</th>
<th>Dept Code:</th>
<th>Short Description:</th>
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<tbody>
<tr>
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Location SetID:  Company: UH System Consolidated

Location Code:  Tax Location: Texas

Location

<table>
<thead>
<tr>
<th>Description:</th>
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<th>Short Description:</th>
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Building:  City: 

Address 1:  County: 

State:  Postal: 

Tree

<table>
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<tr>
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<th>Level 3 Description:</th>
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<table>
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<th>Level 4 Code:</th>
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Comments: 

Human Resources:  Date: 

HRMS:  Date: 

HR  PS HRMS  PS Finance

Revised 4/06/2021Human Resources