

## Department Request Form

# Instructions

**BEFORE YOU BEGIN:** Save the PDF to your desktop so the SUBMIT button at the end creates the correct email routing.

Field	Explanation
<b>Requestor Name:</b>	Enter the responsible person's name requesting the new Department.
<b>Extension:</b>	Enter the requestor's contact information, in case there are questions.
<b>Email:</b>	Enter the requestor's email address.
<b>New department is:</b>	Select the option that best describes the need for a new department. An out-of-state department requires the <b>resident state</b> . A reorganization or newly formed department requires <b>Mail Drop</b> .
<b>Proposed department name:</b>	Enter the desired description. Field is limited to 30 characters in length and should not include special characters (% , ~ , comma , / , @ , # , \$ , % , etc.). The last 5 characters of each department description must include a hyphen and the four digit mail drop code (i.e. Financial Services- <b>8337</b> ).
<b>Budget function code:</b>	Select the Budget Function code that best describes the purpose of the department. You may select more than one code, if appropriate. Make sure the sum of the percentages for all codes selected equals 100%.
<b>Roll-up department ID and department name:</b>	Free form field. Enter the <b>Department ID</b> or <b>Node</b> this new department will roll-up to in the finance tree.
<b>Comments:</b>	Free form field. Use this section for special instructions or requests related to the new value.
<b>Default Payroll Funding:</b>	At a minimum, provide the <b>Fund</b> and <b>Program</b> ChartField values for the default Combo Code (Funding Strip). <b>Class</b> and <b>Project</b> values may be included, but are not required. Do not include <b>Account</b> . Only include a <b>Dept ID</b> if the default for payroll will be a department <u>other than</u> the new department.
<b>Are you transitioning any employees to this new department?</b>	If employee compensation/benefits will be charged to this department, HR requires an action form to be completed.  If yes, follow the instructions provided on the form to complete the HR requirement.
<b>Are there any classification or compensation impacts to current or proposed positions?</b>	If yes, follow the instructions provided on the form to complete the HR requirement.
<b>Will you need new student and/or faculty pool positions for this department?</b>	If yes, follow the instructions provided on the form to complete the HR requirement.
<b>Submit</b>	Creates an email and automatically inserts the HR and Finance email addresses for the users that will assist in getting the new Department set up in the systems.

## Department Request Form

Requestor Name:			
Extension:		Email:	

New department is:	
Non-California resident department, state of residency: _____	
Result of a reorganization	
Newly formed department	

Proposed department name:	
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Budget function code:		
	Percentage:	
	Percentage:	
	Percentage:	

Roll-up department ID and department name:	
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Comments:

Default Payroll Funding									
Fund:		Dept ID:		Program:		Class: (optional)		Project: (optional)	

Are you transitioning any employees to this new department?	
No	
Yes	
<ul style="list-style-type: none"> <li>◇ For staff/MPP employees, please complete an <a href="#">Action Request form</a>.</li> <li>◇ For faculty employees, please complete a <a href="#">Personnel Action Request form</a>.</li> <li>◇ Submit completed form(s) to the Office of Human Resources, mail drop 8229.</li> </ul>	

Are there any classification or compensation impacts to current or proposed positions?

No

Yes

If yes, please submit the appropriate forms for review.

◆ For currently filled positions:

- ◇ [In-Range Progression Review Request Form](#)
- ◇ Classification of a filled position is initiated through submitting an updated [Position Description form - Staff](#)
- ◇ Submit completed form(s) to the Office of Human Resources, mail drop 8229.

◆ For new or vacant staff and/or management positions:

- ◇ A review of a new or vacant position is initiated when the position is input into the Recruiting Solutions online module

◆ Please provide organization charts, if available.

Will you need new student and/or faculty pool positions for this department?

No

Yes

◆ If yes, please provide job codes and headcount for each, below.

Job Code/Job Title	Headcount	Effective Date	Reports To Position #

An Action Request Form is not required for the initial request of pool positions. For any subsequent changes, submit an Action Request Form to the Office of Human Resources, mail drop 8229.