Department/Tree Level Reorganization Request

This form is to update DeptID information when a change to the organizational structure occurs including Tree Level reorganizations. Please complete the form, attach the following items to the form:

☐ New Org Chart(s) ☐ List of Positions Impacted ☐ Identify any Movement of Base and One-Time Funds

Then obtain necessary signatures and then submit to BP&A. Please note that HR processes must be followed.

REQUESTING DEPARTMENT INFORMATION

Contact Name: _____ eMail: _____Ext: _____

Division: _____ Department: _____

Effective Fiscal Year: _____

Reason for
the Request: _____

MOVE DeptID (REORG)

DeptID _____ Department Name: _____

Current Organizational Structure:

   Division: _____

   AVP/Dean Level: _____

   VP/Director Level: _____

New Organizational Structure: ☐ Report to Change Request submitted to Class & Comp (*if applicable*)

   Division: _____

   AVP/Dean Level: _____

   VP/Director Level: _____

VICE PRESIDENT APPROVALS

Current VP Approval:

   Name & Date: _____

New VP Approval (*Only if reorganization is impacting another division.*):

   Name & Date: _____

BUDGET SERVICES SECTION

☐ Department Tree Updated   ☐ Report To (*vacant positions*)/Location Code Updated

☐ HR & Payroll Notified   Processed By: _____

Requests can take up to 5 business days.