

# FY25 New and Changing Organizations

Implementation Effective July 1, 2024 Unless Otherwise Stated Below

Check each corresponding box for the action needed.

Initiator Name:  Initiator Email:

Explanation for Organization Change:

**Organization Name Change**

Current Organization Number:	<input style="width: 40px;" type="text"/>	Current Responsibility Center Code	<input style="width: 40px;" type="text"/>
Old Organization Name:	<input style="width: 100%; height: 20px;" type="text"/>		
New Organization Name:	<input style="width: 100%; height: 20px;" type="text"/>		
Notify Campus Mail Service of Change:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**New Organizations**

New Organization Name	<input style="width: 250px;" type="text"/>	New Organization Number	<input style="width: 40px;" type="text"/>	Organization number assigned by the Office of Budgets	
Organization Type Code	<input style="width: 200px;" type="text"/>	Chart Code	<input style="width: 40px;" type="text"/>	Responsibility Center Code	<input style="width: 40px;" type="text"/>
Campus Delivery Code	<input style="width: 40px;" type="text"/>	Physical Address	<input style="width: 250px;" type="text"/>		
Please Complete for Human Resources Services Purposes:					
Department Director/Head/Chair:	<input style="width: 200px;" type="text"/>	Primary HR Liaison:	<input style="width: 200px;" type="text"/>		
Department Default Account	<input style="width: 40px;" type="text"/>				
All organizations must contact Central Receiving at (970) 491-2736 to obtain an official four-digit campus delivery code for mail and delivery purposes. Complete the "Account Changes" and "Employee Movements" section on page 2 and 3 if existing accounts or employees are to report to the new organization.					

**Organizations Becoming Inactive**

Inactive Organization Number	<input style="width: 40px;" type="text"/>	Responsibility Center Code	<input style="width: 40px;" type="text"/>
Inactive Organization Name	<input style="width: 100%; height: 20px;" type="text"/>		
Complete the "Account Changes" on page 2 if existing accounts are to be closed or if they are to move to a different organization.			

**Reorganization Changes**

<b>FROM:</b> Old Organization Name: <input style="width: 250px;" type="text"/> Old Organization Code: <input style="width: 40px;" type="text"/> Old Responsibility Center Name: <input style="width: 200px;" type="text"/> Old Responsibility Center Code: <input style="width: 40px;" type="text"/>	<b>TO:</b> New Organization Name: <input style="width: 250px;" type="text"/> New Organization Code: <input style="width: 40px;" type="text"/> New Responsibility Center Name: <input style="width: 200px;" type="text"/> New Responsibility Center Code: <input style="width: 40px;" type="text"/>		
Complete Only if Necessary:			
Old Reports To Org Code: <input style="width: 40px;" type="text"/>	New Reports To Org Code: <input style="width: 40px;" type="text"/>		
Please Complete for Human Resources Services Purposes:			
Department Director/Head/Chair:	<input style="width: 200px;" type="text"/>	Department Director/Head/Chair:	<input style="width: 200px;" type="text"/>
Primary HR Liaison:	<input style="width: 200px;" type="text"/>	Primary HR Liaison:	<input style="width: 200px;" type="text"/>
Department Default Account	<input style="width: 40px;" type="text"/>	Campus Delivery Code	<input style="width: 40px;" type="text"/>
Department Default Account	<input style="width: 40px;" type="text"/>	Campus Delivery Code	<input style="width: 40px;" type="text"/>
To receive access to the HR and TMS systems, a separate request must be made using forms on the HR and OEO websites. In correspondence with these changes, please fill out the "Account Changes" and "Employee Movements" Forms detailing every account and employee associated with the reorganization.			

**Authorizing Signatures:**

<b>FROM:</b> Prior Department Head/Director: <input style="width: 150px;" type="text"/> Date: <input style="width: 40px;" type="text"/> VP or Dean of Prior Organization: <input style="width: 150px;" type="text"/> Date: <input style="width: 40px;" type="text"/>	<b>TO:</b> *Only relevant for changes between organizations, as opposed to changes within the same organization. New Department Head/Director: <input style="width: 150px;" type="text"/> Date: <input style="width: 40px;" type="text"/> VP or Dean of New Organization: <input style="width: 150px;" type="text"/> Date: <input style="width: 40px;" type="text"/>
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Complete and submit to **Analia Endrizzi** at the Office of Budgets, [Analia.Endrizzi@colostate.edu](mailto:Analia.Endrizzi@colostate.edu), once all requested information and approvals are complete.



# Employee Movements Between Departments/Organizations

Effective July 1, 2024

An excel sheet may be submitted rather than completing the following form so long as the same format and information is provided within the spreadsheet.

**Employees Shifting from One Organization to Another:**

	Number or Employee ID	Assignment #	Last Name	First Name	People Group	Current Organization	Current Account	New Organization	New Account
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