

Procedures for a New Org or Organization Changes

Deadline. The deadline to request a new Org, mergers of existing Organizations, or Org name changes is May 19, 2016 for changes impacting FY 17.

The effective date for all changes is July 1, 2016. Organizational changes or restructuring of existing Organizations must be implemented at the beginning of the fiscal year to prevent problems with university reports, budgets and/or historical reporting.

1. A **Memo** providing the new Organization name and why it is being established should be submitted to the Office of Budgets.

Office of Budgets
Attn: Travis Webb
1080 Campus Delivery

Once sufficient information is provided, a new name and/or number will be assigned.

2. An **organizational reporting** plan (new or changing) must be included with your memo. Please specify the college or vice president that the new or changing department will report to.

3. If existing accounts are moving to the new Organization, **list all the accounts, the organization they currently report to, and the new reporting department.** Submit to the Office of Budgets.

If new accounts are to be established, complete a new account using Quali and note what the purpose is in the explanation field.

4. **List all employees**, including people group, employee ID number and their assignments that are moving to the new organization. The list should include all faculty, administrative professional, post doc, state classified, graduate assistant, hourly and workstudy employees. If an entire organization and all employees are moving from one organization to another, a comprehensive list of employees will not be required. A global change can be made in the HR system.

5. Attach copies of other **supporting documentation**, as appropriate.

** The creation of **academic** organization numbers or a change to an existing **academic** organization number requires significant lead time. This process may take two to three years to complete because of Student System requirements for course offerings and the impact to the Class Schedule and Catalog. Approval from various administrative offices is required prior to the creation of the new academic organization. Colleges that are anticipating changes within their organizations need to start early and include Academic Affairs/Faculty Council and the Student System in their planning/approval process. Once approvals have gone through these offices, Office of Budgets will coordinate with Institutional Research, Human Resources and Business & Financial Services on the implementation process and distribute the information of planned changes taking effect July 1, 2016 to campus.*