Department Changes

**Step 1:** The Activity Number & Department Maintenance Request eForm is located within PantherSoft HR under Self-Service → Employee Resources → Employee Forms → Compensation Forms.

**Step 2:** Choose Department Changes and click Start.
**Step 3:** Search for the Existing Department by Department Number or by Description in the Department Description field.

Note: Submit one form for each department where you are the HR Contact.

**Step 4:** Change information on either the Primary, Secondary, or Other HR contact. Make any other changes as necessary, check the “I certify” section, and press Submit.
**Step 5:** Once the form is submitted, approvers will be notified to approve and the requester will receive an email with the form link to track the status (see sample email below).

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**Dear Requester,**

Your Department Change Request has been received and will be forwarded to:

**Business Unit Head** —> **Academic Affairs (if applicable)** —> **Compensation** —> **FISS (if applicable)**

You will receive a notification when the process is complete, however, you may review the status of the request via the link below at any time.

[Click here to view the e-form](#)

For questions about the HR Department Change, please contact Compensation Administration at [empadmin@fiu.edu](mailto:empadmin@fiu.edu) or by calling 305-348-4996.

Thank you for your time and attention.

Department: XXXXXXXXX
Department Description: *Department Name*
Form ID: 32YY3C_008Q8FQ00SRR