

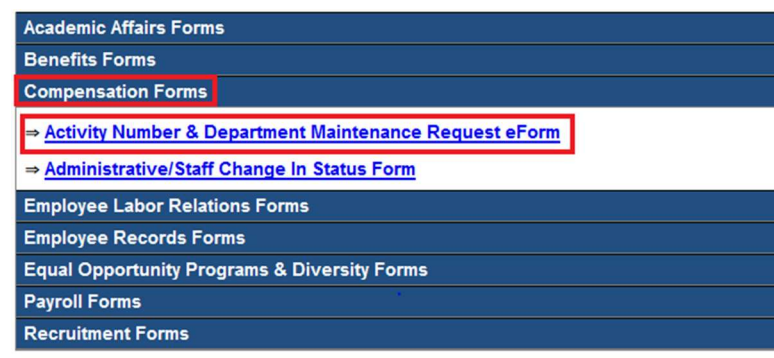
Creating and Updating Departments

INTRODUCTION

The Activity Number & Maintenance Department Request eForm consolidates the HR and financial process of creating and updating departments and activity numbers.

Form Location:


NavBar>Navigator>Main Menu>Self Service>Employee Resources>Employee Forms>Compensation Forms



Who completes the form?

The HR Liaison/Finance Manager or any other individual within the unit is able to complete the form. If any other individual besides the HR Liaison completes the form, the HR Liaison must be informed in order to ensure the integrity of the data. All changes pertaining to the reports-to, roll up department, department description, department manager, HR Contact information must be current.

The Activity Number & Maintenance Department Request Form is used to initiate the following requests:

A screenshot of the Florida International University (FIU) Department Request Form. The header features the FIU logo and the text "FLORIDA INTERNATIONAL UNIVERSITY" and "Division of Business and Finance". The form contains several input fields: "Requested By:" with the value "Ana Pineda", "Contact Phone Number:" with the value "305-348-6094", and "Email Address:" with the value "pinedaa@fiu.edu". Below these fields is a section titled "Select a transaction to proceed:" which is highlighted with a red box. This section contains three radio button options: "New Department Request", "New Activity Number Request", and "Department Changes". At the bottom of the form is a "Start" button.

FIU FLORIDA INTERNATIONAL UNIVERSITY
Division of Business and Finance

Requested By: Ana Pineda Contact Phone Number: 305-348-6094

Email Address: pinedaa@fiu.edu

Select a transaction to proceed:

- ☐ New Department Request
- ☐ New Activity Number Request
- ☐ Department Changes

Start

a. **New Department Request**: A department that does not exist in the university. A Department is a nine-digit number that identifies an organizational unit. In order for a department to be created; it must meet the following criteria:

- i. Serve a distinct function or discipline
- ii. The Department must have a manager with subordinates
- iii. The Department must also have a budget

b. **New Activity Number Request**

c. **Department Changes**: This request is when changes to an existing department are needed.

The changes can include, but is not limited to the following:

- Department Description
- Department Manager
- Primary & Secondary Expense Managers
- Primary & Secondary HR Contacts
- Location

CREATING A NEW DEPARTMENT

Step 1: Navigate to the Activity Number & Department Maintenance Request eForm in PantherSoft HR.

NavBar>Navigator>Main Menu>Self Service>Employee Resources>Employee Forms>Compensation Forms



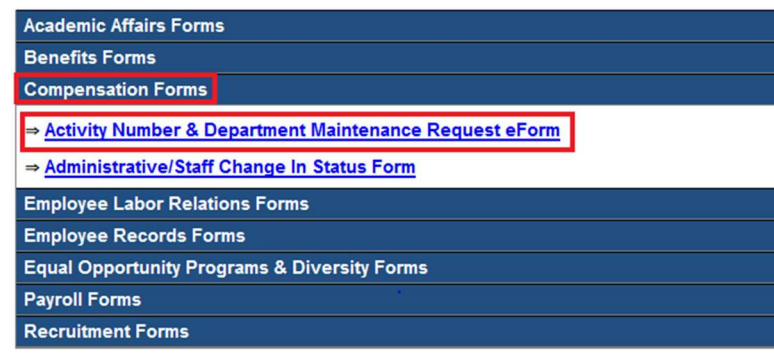
NavBar: Navigator

Recent Places

My Favorites

Navigator

- Main Menu
- Self Service
- Employee Resources
- Quick Links
- Tuition Waiver
- Employee Forms



Academic Affairs Forms

Benefits Forms

Compensation Forms

- ⇒ [Activity Number & Department Maintenance Request eForm](#)
- ⇒ [Administrative/Staff Change In Status Form](#)

Employee Labor Relations Forms

Employee Records Forms

Equal Opportunity Programs & Diversity Forms

Payroll Forms

Recruitment Forms

Step 2: Choose New Department Request



FIU FLORIDA INTERNATIONAL UNIVERSITY

Division of Business and Finance/Division of Human Resources

Requested By: Contact Phone Number:

Email Address:

Select a transaction to proceed:

- ☒ New Department Request
- ☐ New Activity Number Request
- ☐ Department Changes

Step 3: Complete the fields

- The requestor will need to complete all the fields. If the requestor is **NOT** the HR Liaison, the HR Liaison must be made aware of the request.

New Department Request Form	
HR Department Request	December 14, 2016

Requested By:

Effective Date:

Parent Department:

Department	Department Description
<input type="text"/>	<input type="text"/>

Proposed New Department:

Department	Department Description
<input type="text"/>	<input type="text"/>

Please select the area that the new deptID's budget is under:

Business Unit:

Location:

Roll up Departments
(Departments that report to the new Department):

Department	Department Description
<input type="text"/>	<input type="text"/>

Department Manager:

Panther ID	Manager Name
<input type="text"/>	<input type="text"/>

Primary Expense / Asset Manager:

Panther ID	Manager Name
<input type="text"/>	<input type="text"/>

Secondary Expense Manager:

Panther ID	Manager Name
<input type="text"/>	<input type="text"/>

Primary HR Contact:

Panther ID	Contact Name
<input type="text"/>	<input type="text"/>

Secondary HR Contact:

Panther ID	Contact Name
<input type="text"/>	<input type="text"/>

New Activity Number Request	
December 14, 2016	

Requested By: Contact Phone Number:

Email Address:

New Activity Number Description:

Department ID: Department Description:

Site: Location:

Funding Group: VP / Executive Area:

CIP
(AA/DoR only): CIP Description:

Purpose of New Activity Number (be specific):

Type in Purpose...

- a) Parent Department: The department to which the new department will report.
- b) Proposed New Department: The requestor enters the 9-digit department and its description. The description of the department restricted to 31 characters and should not contain special characters such as periods (.), commas (,), dashes (-) or ampersand signs (&). The Department Budget Manager assigns the 9-digit department.
- c) Location: The location/primary building of the department.
- d) Roll Up Departments: Any departments that this department will oversee.
- e) Financial Tree: The requestor assigns the financial tree node.
- f) Department Manager: The department head/manager. This is important as it will affect the workflow approval process of the Electronic Position Request Form (ePRF).
- g) Primary & Secondary Expense Manager: The individuals that approve financial expenses. Compensation Administration enters the expense managers in the system.
- h) Primary & Secondary HR Contacts: The HR Liaisons for the department.
- i) Function of New Department: Requestor must complete this area as this is the justification for creating a new department.
- j) New Activity Number Description
- k) Site: Select the appropriate location from the drop-down menu.
- l) Funding Group: Select the appropriate funding group.
- m) Purpose of new Activity Number: Enter a brief justification for requesting a new activity number.

Step 4: Check the “I certify” section, and press Submit. The request will go through an approval process.

Approval Workflow Process

Expense Manager ---> Business Unit Head ---> Academic Affairs (if applicable) --->
Compensation ---> Funding Source Approver --->Accounting and Reporting --->FSSS

PROCESS OF SUBMITTING DEPARTMENT CHANGES

Step 1: Navigate to the Activity Number & Department Maintenance Request eForm in PantherSoft HR.

NavBar>Navigator>Main Menu>Self Service>Employee Resources>Employee Forms>Compensation Forms

NavBar: Navigator

Main Menu

Self Service

Employee Resources

Quick Links

Tuition Waiver

Employee Forms

Academic Affairs Forms

Benefits Forms

Compensation Forms

⇒ [Activity Number & Department Maintenance Request eForm](#)

⇒ [Administrative/Staff Change In Status Form](#)

Employee Labor Relations Forms

Employee Records Forms

Equal Opportunity Programs & Diversity Forms

Payroll Forms

Recruitment Forms

Step 2: Choose Department Changes

FIU FLORIDA INTERNATIONAL UNIVERSITY

Division of Business and Finance/Division of Human Resources

Requested By: Contact Phone Number:

Email Address:

Select a transaction to proceed:

☐ New Department Request

☐ New Activity Number Request

☒ Department Changes

Step 3: Complete only the fields that require changes and submit one form for each department where a change is necessary. Check the “I certify” section, and press Submit.

HR Department Change		November 30, 2018	
Requested By:	Roary		
Effective Date:	11/30/2018	Existing Department	<input type="text"/>
		Department Description	<input type="text"/>
Reports to Department:	<input type="text"/>	Department Description	<input type="text"/>
		Business Unit:	<input type="text"/>
Proposed Description:	<input type="text"/>	Location:	<input type="text"/>
	<input type="checkbox"/> Can Grant Tenure		
Please select the area that the new deptID's budget is under:			
	<input type="text"/>		
Roll up Departments (Departments that report to the new Department):			
Department	<input type="text"/>		
Department Description	<input type="text"/>		
Default Activity Number:	<input type="text"/>		
Department Manager:	<input type="text"/>	Manager Name	<input type="text"/>
Primary Expense / Asset Manager:	<input type="text"/>		
Secondary Expense Manager:	<input type="text"/>		
Primary HR Contact:	<input type="text"/>		
Secondary HR Contact:	<input type="text"/>		
Other HR Contact	<input type="text"/>		
Add Rows	Delete Rows		
Comments: <input type="text"/>			
<input type="checkbox"/> View Department Request's History			
<input type="checkbox"/> I certify that the above information is correct.			
Business Unit Head			
		Submit Form	Clear Form

Step 4: 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).



Dear Requester,

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

Business Unit Head → Academic Affairs (if applicable) → Compensation → FSSS (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 cmpadmin@fiu.edu or by calling 305-348-4996.

Thank you for your time and attention.

Department: XXXXXXXXX

Department Description: <Department Name>

Form ID: 321YY3C_008Q8ZFJQ000SRR