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).

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 empadmin@fiu.edu or by calling 305-348-4996.

Thank you for your time and attention.

Department: 
Department Description: <Department Name>
Form ID: 321Y4Y3C_000Q9ZJQ008RR