

## 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.

The screenshot shows the FIU PantherSoft HR system interface. At the top, the FIU logo is displayed. Below it, a breadcrumb trail reads: Favorites | Main Menu > Self Service > Employee Resources > Employee Forms. A list of form categories is shown, with the following items highlighted in blue: Academic Affairs Forms, Benefits Forms, Compensation Forms, Employee Labor Relations Forms, Employee Records Forms, Equal Opportunity Programs & Diversity Forms, Payroll Forms, and Recruitment Forms. Within the Compensation Forms category, the link "⇒ Activity Number & Department Maintenance Request eForm" is highlighted with a red rectangular box.

**Step 2:** Choose Department Changes and click Start.

The screenshot shows the FIU PantherSoft HR system interface for the Department Changes form. At the top, the FIU logo and "FLORIDA INTERNATIONAL UNIVERSITY" are displayed, along with the text "Division of Business and Finance/Division of Human Resources". Below this, there are two rows of input fields: "Requested By:" with the value "Jacqueline Barba" and "Contact Phone Number:" with the value "305-348-2466". The second row contains "Email Address:" with the value "rodrigja@fiu.edu". Below the input fields, the text "Select a transaction to proceed:" is followed by three radio button options: "New Department Request", "New Activity Number Request", and "Department Changes". The "Department Changes" option is selected and highlighted with a red rectangular box. At the bottom left, there is a "Start" button, also highlighted with a red rectangular box.

**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.

HR Department Change		March 6, 2014	
Requested By:	<input type="text" value="Jacqueline Barba"/>	Existing Department	<input type="text" value=""/>
Effective Date:	<input type="text" value="03/06/2014"/>	Department Description	<input type="text" value=""/>
Reports to Department:	<input type="text" value="Department"/>	Department Description	Business Unit: <input type="text" value="Select..."/>
Proposed Description:	<input type="text" value=""/>	Location:	<input type="text" value="Select..."/>
Financial Tree Node:	<input type="text" value="Select..."/>		
Default Activity Number:	<input type="text" value=""/>		
Department Manager:	<input type="text" value="Panther ID"/>	Manager Name	<input type="text" value=""/>
Primary Expense / Asset Manager:	<input type="text" value="Panther ID"/>	Manager Name	<input type="text" value=""/>
Secondary Expense Manager:	<input type="text" value="Panther ID"/>	Manager Name	<input type="text" value=""/>
Primary HR Contact:	<input type="text" value="Panther ID"/>	Contact Name	<input type="text" value=""/>
Secondary HR Contact:	<input type="text" value="Panther ID"/>	Contact Name	<input type="text" value=""/>
Other HR Contact	<input type="text" value="Panther ID"/>	Contact Name	<input type="text" value=""/>
<input type="button" value="Add Rows"/> <input type="button" value="Delete Rows"/>			
<input type="checkbox"/> View Department Request' History			
<input type="checkbox"/> I certify that the above information is correct.			

**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.

HR Department Change		March 6, 2014	
Requested By:	<input type="text" value="Jacqueline Barba"/>	Existing Department	<input type="text" value="122500000"/>
Effective Date:	<input type="text" value="03/06/2014"/>	Department Description	<input type="text" value="Student Access and Success"/>
Reports to Department:	<input type="text" value="Department"/>	Department Description	Business Unit: <input type="text" value="Select..."/>
Proposed Description:	<input type="text" value=""/>	Location:	<input type="text" value="Select..."/>
Financial Tree Node:	<input type="text" value="Select..."/>		
Default Activity Number:	<input type="text" value=""/>		
Department Manager:	<input type="text" value="Panther ID"/>	Manager Name	<input type="text" value="Current: Hardrick,Jaffus"/>
Primary Expense / Asset Manager:	<input type="text" value="Panther ID"/>	Manager Name	<input type="text" value="Current: Barba,Jacqueline"/>
Secondary Expense Manager:	<input type="text" value="Panther ID"/>	Manager Name	<input type="text" value="Current: Townsend,Christopher M"/>
Primary HR Contact:	<input type="text" value="Panther ID"/>	Contact Name	<input type="text" value="Current: Barba,Jacqueline"/>
Secondary HR Contact:	<input type="text" value="Panther ID"/>	Contact Name	<input type="text" value="Current: Hamilton,Phillip Lloyd"/>
Other HR Contact	<input type="text" value="Panther ID"/>	Contact Name	<input type="text" value=""/>
<input type="button" value="Add Rows"/> <input type="button" value="Delete Rows"/>			
<input type="checkbox"/> View Department Request' History			
<input type="checkbox"/> I certify that the above information is correct.			
<b>Business Unit Head</b>			
<input type="button" value="Submit Form"/> <input type="button" value="Clear Form"/>			

**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 [cmpadmin@fiu.edu](mailto: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