INTRODUCTION

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

Form Location:

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:
Select a transaction to proceed:

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

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. Have a manager with subordinates
   iii. 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

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**Process of Creating a New Department**
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 New Department Request

Step 3: Completing the fields

- The requestor will need to complete all the fields. If the requestor is NOT the HR Liaison, the HR liaison must be aware of the request.
a) **Parent Department**: The unit under which the new department will report to.

b) **Proposed New Department**: The requestor enters the 9 digit department and its description. The description of the department is 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 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 process TAR or any financial expenses. Compensation Administration enters the expense managers in the system.

h) **Primary & Secondary HR Contacts:** The HR liaison for departments.

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

**Workflow Approval 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:** 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

From the list of forms, select "Department Changes" to proceed.

**Step 2:** Completing the fields

- 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 —> FHHSS (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: XXXXXXXXX
Department Description: <Department Name>
Form ID: 32YY3C_003Q82J000SRR