INTRODUCTION

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

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 New Department Request or Department Changes, the HR Liaison must be informed in order to ensure the integrity of the data.

Form Location

PantherSoft HR Main Menu>Self Service>Employee Resources>Employee Forms>Compensation Forms
The Activity Number & Maintenance Department Request Form is used to initiate the following requests:

**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:

1. Serve a distinct function or discipline
2. Have a manager with subordinates
3. Have a budget

**New Activity Number Request:** See the Office of the Controller forms website for instructions.

**Department Changes:** This request is when changes to an existing department are needed. The changes can include, but are not limited to the following:

- Department Description
- Department Manager
- Primary & Secondary Expense Managers
- Primary & Secondary HR Contacts
- Location
**PROCESS OF CREATING A NEW DEPARTMENT**

**Step 1:** Locate the “Activity Number & Department Maintenance Request eForm” within PantherSoft HR under Self-Service>Employee Resources>Employee Forms>Compensation Forms.

![Screen shot of PantherSoft HR](image)

**Step 2:** Choose “New Department Request.”

![Form screenshot](image)

**Step 3:** Complete the fields.

- **Note:** The requester will need to complete all the fields. If the requester is **NOT** the HR Liaison, the HR Liaison must be informed of the request.
a) **Parent Department**: The department to which the new department will report.

b) **Proposed New Department**: The nine-digit department number and description for the new department. 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 nine-digit department number.

c) **Location**: The building where the department is primarily located.

d) **Roll Up Departments**: Any departments that this department will oversee, if any.

e) **Financial Tree**: Similar to the Business Unit, the node in the financials tree under which the department falls.

f) **Department Manager**: The department head/manager who is authorized to approve HR transactions. Transactions submitted through the Electronic Position Request Form (ePRF) and job offers, among other transactions, will be routed to this individual for approval. This individual may choose to delegate their approval authority so that transactions are routed to someone else for approval.

g) **Primary & Secondary Expense Managers**: The individuals that will approve financial expenses in PantherSoft Financials.

h) **Primary & Secondary HR Contacts**: The HR contact for the department. This individual will receive notifications when someone is hired into the department, will be granted access to the HR Liaisons SharePoint site, and will be added to the HR Liaisons listserv.

i) **Function of New Department**: Explanation of the function the department will serve.

j) **New Activity Number Description**: The description should be similar to the description entered in the “Proposed Department” section.

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: Locate the “Activity Number & Department Maintenance Request eForm” within PantherSoft HR under Self-Service>Employee Resources>Employee Forms>Compensation Forms.

Step 2: Choose “Department Changes.”
**Step 3:** Search for the existing department by entering the nine-digit department number or the description in the “Department Description” field.

![HR Department Change Form](image)

**Step 4:** Complete only the fields where changes are required, check the “I certify” section, and press “Submit.”

- **Note:** If this change affects multiple departments, one form must be submitted for each department.
**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: XXXXXXXXXX
Department Description: <Department Name>
Form ID: 32Y1YY3C_003Q8ZEOQ006SRR